

Product User Instructions

Please read this information prior to using the ladder or step

5 Reasons for accidents

The following list of hazards and examples of their causes, which is not exhaustive, are common reasons for accidents encountered when using ladders and are the basis on which the information in this standard has been developed:

a) loss of stability:

- 1) incorrect choice of ladder (such as too short, unsuitable task);
- 2) incorrect positioning of the ladder (such as incorrect angle for leaning ladder or not fully opening a standing ladder);
- 3) slide outwards at the bottom (such as bottom of leaning ladders sliding away from the wall);
- 4) side slip, and top flip for leaning ladders (such as overreaching or fragile top contact surface);
- 5) falling sideways;
- 6) condition of the ladder (such as missing anti-slip feet for leaning ladders);
- 7) stepping off an unsecured ladder at height;
- 8) ground conditions (such as unstable soft ground, sloping ground, slippery surfaces or contaminated solid surfaces);
- 9) adverse weather conditions (such as windy conditions);
- 10) collision with the ladder (such as vehicle or door);

b) from handling:

- 1) transferring the ladder to the work position;
- 2) erecting and dismantling the ladder;
- 3) carrying items up the ladder;

c) slip, trip and fall of user:



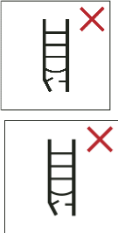







- 1) inappropriate footwear;
- 2) contaminated rungs or steps;
- 3) unsafe user practices (such as climbing two rungs at time, sliding down stiles);
- 4) ground conditions (such as unstable soft ground, sloping ground, slippery surfaces or contaminated solid surfaces);












d) structural failure of ladder:

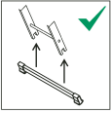






- 1) condition of the ladder (such as damaged stiles, wear, UV degradation of plastic parts);
- 2) overloading the ladder;
- 3) unintended use;






e) electrical hazards:

- 1) incorrect selection of type of ladder for electrical work;
- 2) unavoidable live working (e.g. fault finding);
- 3) positioning ladders too close to live electrical equipment (such as overhead power lines);
- 4) ladders damaging electrical equipment (such as covers or protective insulation).

WHAT YOU SHOULD AND SHOULD NOT DO	VISUAL SYMBOL
<p>Warning, fall from the ladder.</p> <p>This warning sign shall appear on each marking on the ladder at the first place.</p>	 <p>EN ISO 7010-W008</p>
<p>Refer to instruction manual/booklet</p>	 <p>EN ISO 7010-M002</p>
<p>Inspect the ladder after delivery. Before every use visually check the ladder is not damaged and is safe to use. Do not use a damaged ladder.</p>	
<p>Maximum total load</p>	
<p>Do not use the ladder on a unlevel or unfirm base.</p>	
<p>Do not overreach.</p>	
<p>Do not erect ladder on contaminated ground.</p>	
<p>Maximum number of users</p>	
<p>Do not ascend or descend unless you are facing the ladder.</p>	
<p>Keep a secure grip on the ladder when ascending and descending. Maintain a handhold whilst working from a ladder or take additional safety precautions if you cannot.</p>	

WHAT YOU SHOULD AND SHOULD NOT DO	VISUAL SYMBOL
Ladders used for access to a higher level shall be extended at least 1 m above the landing point and secured, if necessary.	
Only use the ladder in the direction as indicated, only if necessary due to design of ladder.	
Do not lean the ladder against unsuitable surfaces.	
Ladder shall never be moved from the top.	-
Do not stand on the top three steps/rungs of a leaning ladder. For telescopic ladders the last metre shall not be used.	
Do not step off the side of standing ladder onto another surface.	
Open the ladder fully before use.	
Use the ladder with restraint devices engaged only.	
Standing ladders shall not be used as a leaning ladder unless it is designed to do so.	
Do not stand on the top two steps/rungs of a standing ladder without a platform and a hand/knee rail.	
Warning, electricity hazard Identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment and do not use the ladder where electrical risks occur.	7010-W012 EN ISO 
Use non-conductive ladders for unavoidable live electrical work.	-
Do not use the ladder as a bridge.	
Do not modify the ladder design	-
WHAT YOU SHOULD AND SHOULD NOT DO	VISUAL SYMBOL

Do not move a ladder while standing on it.	-
For outdoor use caution to the wind.	-
If a ladder is delivered with stabilizer bars and these bars should be fixed by the user before the first use this shall be described on the ladder and in the user instruction.	
Ladder for professional use	
Leaning ladders with rungs shall be used at the correct angle.	
Leaning ladders with steps shall be used that the steps are in a horizontal position.	
Avoid work that imposes a sideways load on ladders, such as side-on drilling through solid materials.	
Do not carry equipment which is heavy or difficult to handle while using a ladder.	
Do not wear unsuitable footwear when climbing a ladder.	
Do not use the ladder if you are not fit enough. Certain medical conditions or medication, alcohol or drug abuse could make ladder use unsafe.	
Do not spend long periods on a ladder without regular breaks (tiredness is a risk).	-
Prevent damage of the ladder when transporting e.g. by fastening and, ensure they are suitably placed to prevent damage.	-
Ensure the ladder is suitable for the task.	-
Do not use the ladder if contaminated, e.g. with wet paint, mud, oil or snow.	-
Do not use the ladder outside in adverse weather conditions, such as strong wind.	-

WHAT YOU SHOULD AND SHOULD NOT DO	VISUAL SYMBOL
For professional use a risk assessment shall be carried out respecting the legislation in the country of use.	-
When positioning the ladder take into account risk of collision with the ladder e.g. from pedestrians, vehicles or doors. Secure doors (not fire exits) and windows where possible in the work area.	-
Avoid work that imposes a sideways load on ladders, such as side-on drilling through solid materials.	
Do not carry equipment which is heavy or difficult to handle while using a ladder.	
Do not wear unsuitable footwear when climbing a ladder.	
Do not use the ladder if you are not fit enough. Certain medical conditions or medication, alcohol or drug abuse could make ladder use unsafe.	
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For professional use a risk assessment shall be carried out respecting the legislation in the country of use.	-
When positioning the ladder take into account risk of collision with the ladder e.g. from pedestrians, vehicles or doors. Secure doors (not fire exits) and windows where possible in the work area.	-
Any horizontal surface which looks like a platform on a standing ladder that is not designed for standing on (e.g. a plastic work tray) shall be clearly indicated on that surface, (only if necessary due to design of ladder).	 EN ISO 7010-P024

Checking the equipment before use is essential for safe use. The list below sets out a standard check, any damage and or missing fixtures and fittings could result in the equipment failure. Contact the manufacturer for advice or any repairs necessary.

Repair, maintenance and storage

Repairs and maintenance shall be carried out by a competent person and be in accordance with the producer's instructions.

NOTE A competent person is someone who has the skills to carry out repairs or maintenance, e.g. by a training by the manufacturer.

For repair and replacement of parts, e.g. feet, if necessary contact the producer or distributor.

Ladders should be stored in accordance with the producer's instructions.

Ladders made of or using thermoplastic, thermosetting plastic and reinforced plastic materials should be stored out of direct sunlight.

Ladders made of wood should be stored in a dry place and shall not be coated with opaque and vapour tight paints.

List of items to be inspected

For regular inspection, the following items shall be taken into account:

- check that the stiles/legs (uprights) are not bent, bowed, twisted, dented, cracked, corroded or rotten;
- check that the stiles/legs around the fixing points for other components are in good condition;
- check that fixings (usually rivets, screws or bolts) are not missing, loose, or corroded;
- check that rungs/steps are not missing, loose, excessively worn, corroded or damaged;
- check that the hinges between front and rear sections are not damaged, loose or corroded;
- check that the locking stays horizontal, back rails and corner braces are not missing, bent, loose, corroded or damaged;
- check that the rung hooks are not missing, damaged, loose or corroded and engage properly on the rungs;
- check that guide brackets are not missing, damaged, loose or corroded and engage properly on the mating stile;
- check that ladder feet / end caps are not missing, loose, excessively worn, corroded or damaged;
- check that the entire ladder is free from contaminants (e.g. dirt, mud, paint, oil or grease);
- check that locking catches (if fitted) are not damaged or corroded and function correctly;
- check that the platform (if fitted) has no missing parts or fixings and is not damaged or corroded.

If any of the above checks cannot be fully satisfied, you should NOT use the ladder.

For special ladder types, further items identified by the manufacturer shall be taken into account.

Storage

The important considerations when storing a ladder (not in use) should include the following:

- Is the ladder stored away from areas where its condition could deteriorate more rapidly (e.g. dampness, excessive heat, or exposed to the elements)?
- Is the ladder stored in a position which helps it to remain straight (e.g. hung by the stiles on proper ladder brackets or laid on a flat clutter free surface)?
- Is the ladder stored where it cannot be damaged by vehicles, heavy objects, or contaminants?
- Is the ladder stored where it cannot cause a trip hazard or an obstruction?
- Is the ladder stored securely where it cannot be easily used for criminal purposes?
- If the ladder is permanently positioned (e.g. on scaffolding), is it secured against unauthorized climbing (e.g. by children)?

For further help please visit our website or contact us we will be more than happy to answer any questions you may have.

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