

## User instruction

### A. List of items to be inspected.

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

- 1) check that the stiles/legs (uprights) are not bent, bowed, twisted, dented, cracked, corroded or rotten;
- 2) check that the stiles/legs around the fixing points for other components are in good condition;
- 3) check that fixings (usually rivets, screws or bolts) are not missing, loose, or corroded;
- 4) check that rungs/steps are not missing, loose, excessively worn, corroded or damaged;
- 5) check that the hinges between front and rear sections are not damaged, loose or corroded;
- 6) check that the locking stays horizontal, back rails and corner braces are not missing, bent, loose, corroded or damaged;
- 7) check that the rung hooks are not missing, damaged, loose or corroded and engage properly on the rungs;
- 8) check that guide brackets are not missing, damaged, loose or corroded and engage properly on the mating stile;
- 9) check that ladder feet / end caps are not missing, loose, excessively worn, corroded or damaged;
- 10) check that the entire ladder is free from contaminants (e.g. dirt, mud, paint, oil or grease);
- 11) check that locking catches (if fitted) are not damaged or corroded and function correctly;
- 12) 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.

### B. Basic safety marking and user instructions for all ladders:

- 1) Warning, fall from the ladder.
- 2) Refer to instruction manual/booklet
- 3) 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.
- 4) Maximum total load – 150 kg.
- 5) Do not use the ladder on a unlevel or unfirm base.
- 6) Do not overreach.
- 7) Do not erect ladder on contaminated ground.
- 8) Maximum number of users.
- 9) Do not ascend or descend unless you are facing the ladder.
- 10) 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.
- 11) Avoid work that imposes a sideways load on ladders, such as side-on drilling through solid materials.
- 12) Do not carry equipment which is heavy or difficult to handle while using a ladder.
- 13) Do not wear unsuitable footwear when climbing a ladder.
- 14) 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.
- 15) Do not spend long periods on a ladder without regular breaks (tiredness is a risk).
- 16) Prevent damage of the ladder when transporting e.g. by fastening and, ensure they are suitably placed to prevent damage.
- 17) Ensure the ladder is suitable for the task.
- 18) Do not use the ladder if contaminated, e.g. with wet paint, mud, oil or snow.
- 19) Do not use the ladder outside in adverse weather conditions, such as strong wind.
- 20) For professional use a risk assessment shall be carried out respecting the legislation in the country of use.
- 21) 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.

- 22) 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.
- 23) Use non-conductive ladders for unavoidable live electrical work.
- 24) Do not use the ladder as a bridge.
- 25) Do not modify the ladder design.
- 26) Do not move a ladder while standing on it.
- 27) For outdoor use caution to the wind.
- 28) 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.
- 29) Ladder for domestic use.
- 30) Ladder for professional use.

**C. Additional safety marking and user instructions for leaning ladders:**

- 1) Leaning ladders with rungs shall be used at the correct angle.
- 2) Leaning ladders with steps shall be used that the steps are in a horizontal position.
- 3) Ladders used for access to a higher level shall be extended at least 1 m above the landing point and secured, if necessary.
- 4) Only use the ladder in the direction as indicated, only if necessary due to design of ladder.
- 5) Do not lean the ladder against unsuitable surfaces.
- 6) Ladder shall never be moved from the top.
- 7) Do not stand on the top three steps/rungs of a leaning ladder. For telescopic ladders the last metre shall not be used.

**D. Additional safety marking and user instructions for standing ladder:**

- 1) Do not step off the side of standing ladder onto another surface.
- 2) Open the ladder fully before use.
- 3) Use the ladder with restraint devices engaged only.
- 4) Standing ladders shall not be used as a leaning ladder unless it is designed to do so.
- 5) Do not stand on the top two steps/rungs of a standing ladder without a platform and a hand/knee rail.
- 6) 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).

**E. Additional safety marking and user instructions for combination ladders:**

- 1) Do not climb above the top four steps/rungs.
- 2) Locking devices shall be checked and be fully secured before use if not operated automatically.

**F. Additional safety marking and user instructions for extending ladders:**

- 1) Locking devices shall be checked and be fully secured before use if not operated automatically.
- 2) The loose end of the rope shall be tied to the ladder (only if necessary due to design of ladder).

**G. Additional safety marking and user instructions for single or multi-hinge joint ladders:**

- 1) Single or multiple joint ladders should be unfolded/folded when lying on the ground and not in its use position.

- 2) If the ladder is used as a platform, only deckings recommended by the ladder producer shall be used. The decking shall be secured before use.
- 3) Prohibited positions: upside-down position and position as a platform – only model – 4x4.
- 4) Max. load of platform in scaffold position – 150 kg.
- 5) Ensure that the hinges are locked.

#### **H. Additional safety marking and user instructions for telescopic ladders:**

- 1) All locking mechanisms for all extended rungs/steps shall be checked and be locked before use.
- 2) Instruction for handling of locking mechanisms including indication of locked or unlocked position.
- 3) Do not bring your hands / fingers in rung area (area of shearing) when bringing the ladder in to its possible positions of use.
- 4) Do not stand on the last metre of a telescopic ladder.

#### **I. Additional safety marking and user instructions for mobile ladders with platform:**

- 1) Do not step off the side of the mobile platform ladder onto another surface.
- 2) Fully open before use (foldable mobile platform ladders).
- 3) Use the ladder with restraint devices engaged only (only if necessary due to design of ladder).
- 4) Any horizontal surface which looks like a platform on a mobile platform 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).
- 5) Use only with stabilizer (if part of the ladder).
- 6) Use only with ballast (if part of the ladder).
- 7) Use only with activated brakes (if part of the ladder).
- 8) Do not use ladders outdoors which are not intended for this purpose.

#### **J. Repair, maintenance and storage**

- 1) 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.
- 2) For repair and replacement of parts, e.g. feet, if necessary contact the producer or distributor.
- 3) Ladders should be stored in accordance with the producer's instructions.
- 4) Ladders made of or using thermoplastic, thermosetting plastic and reinforced plastic materials should be stored out of direct sunlight.
- 5) Ladders made of wood should be stored in a dry place and shall not be coated with opaque and vapour-tight paints.



B 22



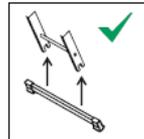
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B 2



B 4



B 28



B 8



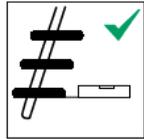
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C 1



C 3



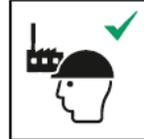
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D 2



B 8



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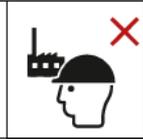
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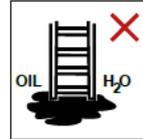
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B 11



D 4



B 7



C 5



C 7



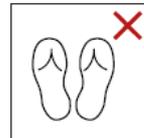
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D 5



E 1



B 13



B 3



B 5



B 6



B 9



B 24



B 22



B 12



B 14



G 3 - 4x4



G 3



G 2



G 4



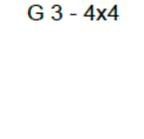
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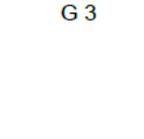
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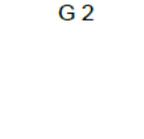
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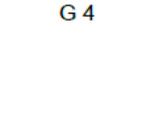
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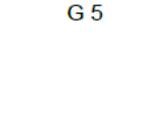
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G 2



G 4



G 5



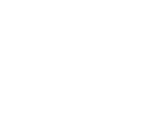
B 12



B 14



G 3 - 4x4



G 3



G 2



G 4



G 5



B 12



B 14