

EN 131-3:2007 (D)

User information

Before using the ladder

- a) Does your health status permit you to use the ladder? Certain conditions, taking medication, alcohol or drug abuse can impair safety when using ladders;
- b) To prevent damage when transporting ladders on roof racks or in a lorry, always ensure that they are secured/fitted appropriately;
- c) Check ladders on delivery and before using them for the first time to ensure that they are in safe condition and that all parts are functioning properly;
- d) Carry out visual inspection of ladders at the beginning of each working day on which the ladders are to be used to ensure that they are undamaged and in safe working condition;
- e) For commercial users, regular inspection is mandatory;
- f) Ensure that the ladder is suitable for the application in question;
- g) Never use damaged ladders;
- h) Remove any soiling from the ladder, e. g. wet paint, dirt, oil or snow;
- i) Before commencing work with the ladder, risk analysis should be carried out, taking into consideration the legal requirements in the country in which the ladder is to be used.

Positioning and setting up the ladder

- a) The ladder must be set up in the correct position, e. g. correct angle for single ladders (angle of inclination approx. 1:4), rungs or treads horizontal and stepladders fully opened;
- b) Any locking devices fitted must be fully secured before using the ladder;
- c) The ladder must be set up on an even, horizontal and stable surface;
- d) Single ladders should be leant against a flat, stable surface and secured before they are used, e. g. with appropriate fastenings or by using a suitable device to ensure stability;
- e) Never work from above when moving a ladder to a new position;
- f) When moving a ladder into position, beware of the risk of collisions, e. g. with pedestrians, vehicles or doors. Doors (with the exception of emergency exits) and windows in the working area should be locked if possible;
- g) Evaluate all risks posed by electrical equipment in the working area, e. g. high-voltage lines or other exposed electrical equipment;
- h) The ladder must be placed on its feet, not on the rungs or steps;
- i) Never set up ladders on slippery surfaces (e. g. ice, polished metal or solid surfaces showing evidence of soiling) unless additional measures are taken to prevent the ladder slipping or first cleaning the soiled surfaces appropriately.

Using the ladder

- a) Never exceed the maximum permissible payload for the ladder type;
- b) Never lean out too far while using the ladder; users should ensure that their belt buckle (belly button) is always between the stiles and that both feet are on the same tread/rung;
- c) Never climb off a single ladder in high places without taking additional measures to secure yourself, e. g. attachments or a suitable device to ensure stability;
- d) Never use stepladders to climb up onto a higher level;
- e) Never stand on the top three treads/rungs of a single ladder;
- f) Never stand on the top two treads/rungs of a stepladder without platform and holding device for hand/knee;
- g) Never stand on the top four treads/rungs of a stepladder to which a push-up ladder has been attached;
- h) Ladders should only be used for performing light work over short periods of time;
- i) Where work has to be performed where there is danger caused by voltage, always use non-conducting ladders;
- j) Never use a ladder outdoors in unfavourable weather conditions, e. g. strong winds;
- k) Take appropriate measures to prevent children playing on ladders;
- l) Doors (with the exception of emergency exits) and windows in the working area should be locked if possible;
- m) Always ascend and descend ladders with your face facing the ladder;
- n) Hold onto the ladder tightly while climbing up and down;
- o) Never use a ladder to bridge gaps;
- p) Wear suitable shoes when climbing ladders;
- q) Avoid excessive lateral loads, e. g. while drilling into masonry or concrete;
- r) Never remain on the ladder for long periods of time without taking appropriate breaks (tiredness can cause the risk of injury or falling);
- s) Single ladders used to provide access to higher positions should be extended to at least 1 m beyond the application point;
- t) Objects carried while climbing a ladder should be lightweight and easy to handle;
- u) Avoid work during which lateral loads are exerted on stepladders, e. g. drilling into solid materials to the side of the ladder (e. g. masonry or concrete);
- v) While carrying out work while standing on a ladder, hold on to the ladder with one hand or, if this is not possible, take additional measures to secure yourself.

Repairs, maintenance and storage

Repairs and maintenance work on ladders must be carried out by trained personnel and in accordance with the manufacturer's instructions.

Ladders must be stored in accordance with the manufacturer's instructions.