



Safety Instructions

THESE INSTRUCTIONS MUST BE READ BY THE USER BEFORE POSITIONING AND USING THE LADDER.



10.8 Ladders & Roof Ladders

- This equipment is designed to be operated by someone with normal ability. Persons with a disability or injury must assess whether their disability, when using the equipment, will affect their health and safety and the safety of others.
- It should only be operated by someone with experience of similar equipment.
- This equipment must not be used by anyone whose competence is impaired, for example by drink or drugs.

- 1 Ladders must be used correctly according to the manufacturer's or owner's instructions, which are available on request if required.
- 2 **CHECK** that you have the right ladder for the job. Ladders are divided into three classes:
 - Class 1 – industrial - the heaviest duty suitable for construction work, for frequent use and substantial loads.
 - EN131 – light trade - suitable for lighter work such as decoration for less frequent use and relatively low loads.
 - Class 3 – domestic - suitable only for light domestic use.
- 3 Wear a hard hat when erecting and using a ladder.
- 4 The foot of the ladder should be on a firm level surface and should not rest on loose material.
- 5 **DO NOT** place the ladder on blocks to gain extra height.
- 6 On a sloping surface use the proper attachments to level up the feet.
- 7 **DO NOT** place the ladder so that the bottom rung is carrying the whole weight of the ladder.
- 8 To prevent the ladder slipping, the top should be securely fixed using a lashing, strap or clip.
- 9 On slippery surfaces the foot of the ladder should be secured by suitable means such as fixed blocks, cleats, sandbags or stakes driven into the ground.
- 10 Where the ladder cannot be secured, a second person should stand at the bottom of the ladder with a hand on each stile and one foot on the bottom rung. Effective only for ladders shorter than 5 metres (16 ft).
- 11 The ladder should extend 1 metre (3 1/2 ft) above the top rung on which the user has to stand or above the landing place. This extension is not necessary if there is a suitable handhold.
- 12 The ideal angle for a ladder is 75 to the horizontal, or 1 metre out for every 4 metres in height.
- 13 **ALWAYS** climb or descend the ladder facing it.
- 14 **DO NOT** use ladder rungs as a support for scaffolding boards or other boards unless it is a heavy duty (class 1) ladder.
- 15 **ONLY** one person at a time must climb a ladder.
- 16 Timber ladders with wire reinforced rungs or stiles must have the reinforcement on the underside when used.
- 17 **CHECK** that there is no electrical hazard in the work area when using metal ladders.
- 18 **CHECK** that your boots or shoes are free of mud or grease etc before climbing the ladder.
- 19 If the ladder becomes contaminated, clean it thoroughly before further use.
- 20 **CHECK** that there is sufficient space for the foot behind the rungs.
- 21 **DO NOT** carry tools and materials in the hand when climbing or descending. Both hands must be kept free.
- 22 Light tools should be carried in a tool belt or a bag, other tools and materials should be raised or lowered on a rope.
- 23 Grip the stiles rather than the rungs with the hands.
- 24 Keep both feet on the rungs when working.
- 25 **DO NOT** over-reach to the side of the ladder. This will make it unstable.
- 26 Be aware that too much force on a tool could result in the ladder overbalancing backwards or slipping.
- 27 Sections of extension ladders should overlap by a minimum of:
 - 1 1/2 rungs - closed length up to 5m (16 ft)
 - 2 1/2 rungs - closed length between 5 and 6m
 - 3 1/2 rungs - closed length over 6m (20 ft)

Roof Ladders

- 28 Before placing on the roof, check that the ridge hook is securely fastened to the ladder.
- 29 The ladder that is used to gain access to the roof ladder must be securely fixed at the top.
- 30 **CHECK** that the ridge hook is properly positioned over the ridge tiles before starting to climb the roof ladder.
- 31 If the ladder is too short, **DO NOT** climb up to it over roof tiles. Get a larger ladder from the Hire Company.
- 32 **DO NOT** attempt repairs. Contact the Hire Company.



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This leaflet is one in a comprehensive series of equipment safety instructions available from the CPA