



USER INSTRUCTIONS
EN 131-3



USER INSTRUCTIONS

A. BEFORE USE

1. Warning! There is always a fall hazard when climbing up or down a ladder (img.1);
2. Ensure that you are capable enough to use the ladder. Certain medical conditions or medication, alcohol or drug abuse could make ladder use unsafe (img.31);
3. When transporting ladders on roof bars or in a truck, ensure that they are suitable placed to prevent damage;
4. Inspect the ladder after delivery and before first use at the start of each working day when the ladder is to be used (img.2);
5. For professional users regular periodic inspection is required;
6. Ensure that the ladder is suitable for the task (img.7 & 8);
7. Do not use a damaged ladder (img.15);
8. Remove any contamination from the ladder, such as wet paint, mud, oil or snow;
9. Do not use the ladder outside in adverse weather conditions, such as strong wind;
10. Before using a ladder at work a risk assessment should be carried out respecting the legislation in the country of use.

A1. INSPECTION BEFORE USE

1. Check that the stiles/legs (uprights) are not bent, bowed, twisted, dented, cracked, corroded or rotten (img.15);
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, 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. POSITIONING AND ERECTING THE LADDER

1. Ladder shall be erected at the correct position, such as the correct angle for a leaning ladder with the rungs or treads level and complete opening of a standing ladder (img.9,10 & 13);
2. Locking devices, if fitted, shall be fully secured before use (img.14);
3. Ladder shall be on an even, level and firm base (img.16);
4. 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;
5. Identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment (img.25);
6. Ladder shall be stood on its feet, not the rungs or steps;
7. Ladders shall not be positioned on slippery surfaces (such as ice, shiny surfaces or significantly contaminated solid surfaces) unless additional effective measures are taken to prevent the ladder slipping or ensuring contaminated surfaces are sufficiently clean (img.20);
8. Do not modify the ladder design;
9. Leaning ladders shall lean against a flat non-fragile surface and shall be secured before use (e.g. tied or use of a suitable stability device);
10. It is compulsory to place and secure (screw) the balance bar onto leaning ladders (img.6);
11. Ladders shall never be repositioned from above (img.5);
12. Do not lean the ladder against unsuitable surfaces (img.18).

C. WHEN USING THE LADDER

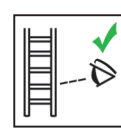
1. Do not exceed the maximum total load for the type of ladder (img.3) and the maximum number of users on the ladder (img.4);
2. Do not overreach, user should keep their belt buckle (navel) inside the stiles and both feet on the same step/rung throughout the task (img.17);
3. Do not use standing ladders to access to another level (img.24);
4. Do not stand on the top two (2) steps/rungs of a standing ladder without a platform and hand/knee rail (img.21);
5. Do not stand on the top three (3) steps/rungs of a leaning ladder (img.22);
6. Do not stand on the top four (4) steps/rungs of a standing ladder with an extending ladder at the top (img.23);
7. Use non-conductive ladders for unavoidable live electrical work;
8. Take precautions against children playing on the ladder;
9. Face the ladder when ascending and descending (img.19);
10. Keep secure grip on the ladder when ascending and descending (img.12);
11. Do not step off a leaning ladder at a higher level without additional security, such as tying off or use of a suitable stability device;
12. Do not use the ladder as a bridge (img.26);
13. Wear suitable footwear when climbing a ladder (img.30);
14. Equipment carried while using a ladder should be light and easy to handle (img.28);
15. Avoid work that imposes a sideways load on standing ladders, such as drilling through solid materials (e.g. brick or concrete) (img.26);
16. Do not spend long periods on a ladder without regular breaks (tiredness is a risk);
17. Ladders used for access to a higher level shall be extended at least 1m above the landing point and secured, if necessary (img.11);
18. Ladders shall never be moved from the top;
19. Use the ladder with restraint device engaged only (img.14);
20. Standing ladders shall not be used as a leaning ladder, unless it is designed to do so (img.29).

D. REPAIR-MAINTENANCE-STORAGE

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



Img. 1



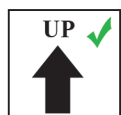
Img. 2



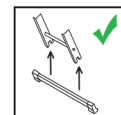
Img. 3



Img. 4



Img. 5



Img. 6



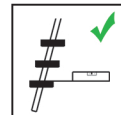
Img. 7



Img. 8



Img. 9



Img. 10



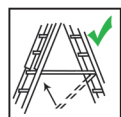
Img. 11



Img. 12



Img. 13



Img. 14



Img. 15



Img. 16



Img. 17



Img. 18



Img. 19



Img. 20



Img. 21



Img. 22



Img. 23



Img. 24



Img. 25



Img. 26



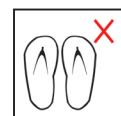
Img. 27



Img. 28



Img. 29



Img. 30



Img. 31



Warning Sign



Prohibition Sign



Mandatory Action Sign



Necessary Action



Not Allowed



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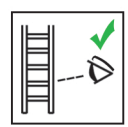
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Img. 2



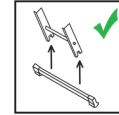
Img. 3



Img. 4



Img. 5



Img. 6



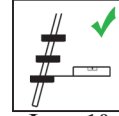
Img. 7



Img. 8



Img. 9



Img. 10



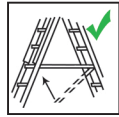
Img. 11



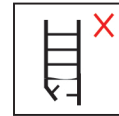
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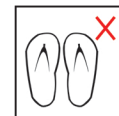
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Warning Sign



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Not Allowed