



USING LADDERS

SAFETY PRECAUTIONS & WARNINGS

It is in the interests of those operating this equipment, and for the safety of others, that these **SAFETY PRECAUTIONS & WARNINGS** are carefully read and understood before operating this equipment.

PURPOSE

1. This type of ladder is designed only as a 'leaning ladder' and used on the principle of 'one out, four up' (see '**ONE OUT, FOUR UP**' RULE' below).

PERSONAL SAFETY

2. This equipment is designed for use by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it. It must not be used by minors, or by anyone under the influence of drugs or alcohol.
3. If the equipment is not used in a safe, careful and controlled way, personal injury or injury to others may result.
4. As work with this equipment is undertaken at heights, for safety reasons it is important that you familiarise yourself with the equipment and the manner it functions.
5. Care must be taken when erecting the ladder, adjusting it, securing it and when moving it.
6. Before starting your work, think and plan ahead to ensure you, and others around you, will be working in a safe environment.
7. When using this equipment, it is recommended that the following items of Personal Protective Equipment (PPE) be worn:
 - Safety helmet to EN397 or BS52400.
 - Safety boots to EN345 or BS1870/4972.

Note: Other types of work, or environment, may require a higher level of PPE.

OPERATING AREA SAFETY

8. Before commencing work, ensure that the area you are to use the ladder is in a safe environment. Erect safety barriers and warning signs as necessary.
9. Make sure that the work area is clear of obstructions and hazards (projections, cables, pipes etc.) and that no one is close by that could distract you whilst using the ladder. When moving or transporting the ladder, be aware of such hazards.
10. Ensure that such hazards as windows and doors in close vicinity to the ladder are closed and locked.
11. Ladders are not to be used in areas where there is a risk of collision from vehicles and people.
12. Ladders are not to be used in windy or wet environment.
13. Anybody who is working near to you will also need to wear the appropriate PPE.
14. Before commencing work, warn others who may be working in the vicinity of the equipment, to keep clear. If possible place safety barriers and signs around your work area.

15. The base of the ladder must always be placed on level and firm ground and never on slippery ground. If erection on soft ground is necessary, position the foot of the ladder on a firm, flat, strong wooden board. In addition, securely tie both the ladders feet to stakes (wood or metal) driven into the ground to prevent movement.
16. Do not attempt to increase the height of the ladder by standing it on any form of additional supports (i.e. bricks, wooden blocks, etc.)
17. The structure that the top of the ladder is to rest upon must be sufficiently strong enough to take the load of the combined weight of the ladder and the person using it.
18. Ensure personal clothing does not obstruct climbing or descending the ladder.
19. Only one person must climb or ascent the ladder at any one time.
20. Do not over burden yourself with tools or equipment whilst climbing or descending the ladder. Use tool bags, or similar containers, that can readily be attached to the rungs of the ladder for easy access.

BEFORE USING THE LADDERS

LADDER SELECTION

21. Select a ladder that is of sufficiently length to reach the intended work area with at least three rungs remaining to hold on to, when standing on the ladder at the place of work.
22. Ladders used to gain access to roofs or scaffolding platforms must have at least three rungs protruding above the roof or scaffolding platform.
23. If using an extending ladder, it must only be used in the following manner:
 - Allow a minimum of two-rung overlap for ladders up to five metres long when collapsed.
 - Allow a minimum of three-rung overlap for ladders between five and six metres long when collapsed.
 - Allow a minimum of four-rung overlap for ladders over six metres long when collapsed.

BEFORE USING THE LADDERS

SAFETY CHECKS

24. Visually inspect the ladder for serviceability (completeness, signs of damage, undue wear, etc.). Do not use the equipment if found damaged or worn - contact the hire company immediately.
25. Before attempting to operate the equipment, ensure the rungs and ladder sides (stiles) are clean and not slippery.
26. Be aware of the 'one out, four up' rule below.

'ONE OUT, FOUR UP' RULE

27. When erecting a ladder onto the side of a structure, the safety angle between the base of the ladder and the structure is one where the foot of the ladder is 'one measurement' away from the structure when the height to the of the ladder against is 'four measurements', i.e. if the ladder height against a structure is four metres, the base of the ladder must be one metre from the structure.
28. This system minimizes the risk of the ladder 'topple-over' with the weight of the person at the top and for the base of the ladder to 'slide-away' from side of the structure.

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ERECTING SHORT LADDERS

29. Lay the ladder flat on the ground with its base touching the base of the structure you are to climb.
30. Commence raising the ladder by lifting the top of the ladder above your head whilst walking towards the structure, moving hands from one rung to the other, until the ladder is vertical against the structure.
31. With the ladder resting against the structure, carefully move the base of the ladder away from the structure until the correct safety angle ('one out, four up') is obtained.
32. Reverse the above procedure above to take the ladder down.

ERECTING LONG LADDERS

33. Lay the ladder flat on the ground with its base close to the base of the structure you are to climb. One person should then stand (one or both feet) on the bottom rung of the ladder.
34. Commence raising the ladder by lifting the top of the ladder above your head whilst walking towards the structure moving hands from one rung to the other until the top of the ladder is vertical and resting against the structure. Your assistant should help in the erection as soon as it is safe to do so.
35. With the ladder resting against the structure, carefully move the base of the ladder away from the structure until the correct safety angle ('one out, four up') is obtained.
36. As soon as the ladder is positioned correctly it should be made secure (see '**LADDER SECURITY**' below).
37. Reverse the above procedure above to take the ladder down.

ERECTING EXTENDING LADDERS

38. Commence raising the ladder by lifting the top of the ladder above your head whilst walking towards the structure moving hands from one rung to the other until the top of the ladder is vertical and resting against the structure. Your assistant should help in the erection as soon as it is safe to do so.
39. Always extend ladders whilst the feet of the ladder are firmly on the ground. Never attempting to erect whilst standing on the ladder.
40. With the ladder resting against the structure, extend the ladder until the require height is achieved.
41. Whether 'push-up' or rope assisted extensions ladders, ensure the extension hooks securely engage the rungs of the ladder when extended.
42. With the ladder resting against the structure, carefully move the base of the ladder away from the structure until the correct safety angle ('one out, four up') is obtained.
43. As soon as the ladder is positioned correctly it should be made secure (see '**LADDER SECURITY**' below).
44. Reverse the above procedure above to take the ladder down.

LADDER SECURITY (TYING & FOOTING)

45. To prevent ladder movement once they have been fully erected, they need to be made secure. Achieve this by either:
 - Tying securely the top of the ladder 'stiles', approximately five rungs from the top, to a secure part of the structure.
 - Alternatively, if this is impracticable, the ladders feet are to be securely tied to stakes (wood or metal) driven into the ground.
46. If neither of these is practical, acquire the assistance of another person to stand on the bottom rung (with both feet) whilst you are up the ladder.

CLIMBING, DESCENDING AND MOVING LADDERS

47. When transporting ladders, be aware of their length and overhang. Do not permit them to swing or sway. Control their movement at all times.
48. Be aware of the route you take when transporting a ladder. Be aware of doors, windows, corners, people, vehicles and other objects they may present a hazard.
49. Always use both hands and face the ladder when climbing or descending.
50. Always climb and descend ladders a steady, but firm, manner, one rung at a time.
51. Always face the ladder when working, do not twist, reach or lean too far with your body or arms.
52. One hand and both feet must be in contact with the ladder at all times.
53. To ensure safety and stability, do not venture beyond than the fifth rung from the top of the ladder.

SECURITY & MAINTENANCE

54. Visually check the condition of the ladder at the start of each day.
55. If the ladder is found to be unserviceable, do not use and do not attempt to repair it. Inform the hire company.
56. Periodically clean the ladder to ensure it is free from dust, dirt and other debris.
57. When the ladder is left unattended for long periods (i.e. overnight), ensure it is made secure to prevent unauthorised use or loss.

COLLECTION & PICK-UP

58. For safety reasons this equipment requires you to use a **LORRY**.

