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| 1. **INTRODUCTION TO LADDERS AND STEPLADDERS** |
| Ladders and stepladders are commonly used for working at heights. It is therefore important to have ladders and stepladders of good quality and to use, move and store them in a correct manner. |

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| 1. **EXPLANATION & RISKS** | |
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| 1. Using a ladder is allowed:  * to move to a limited higher or lower level * for inspection or monitoring at limited height (no work) * for certain activities:   + with standing height < 2m ~~-2.5 m~~ (or stricter)   + without exerting great effort or force (100N)   + without handling heavy loads (max 10 kg) | Examples:  🡪to go on the roof of a  ground floor shop whereby the ladder is sticking out sufficiently above the flat roof  🡪inspection (looking from above the ladder) of works, condition of a roof, ...  🡪painting work with maximum standing height of 2m  🡪replacing light bulbs, with maximum standing height of 2m  🡪… |
| 2m | |
| 1. The following risks are present using ladders/stepladders  * **Risk of falling**: when/if ladders are not properly set up and/or climbed incorrectly: because one works with 2 hands simultaneously, because too heavy loads are taken, etc. * **Risk of pinching**: between parts of and under the ladder, often the preparation and also when falling from/with the ladder * **Electric contact (shock)**: by using an incorrect type of ladder or by taking insufficient electric precautions | |

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| 1. **SAFETY REQUIREMENTS** | |
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| 1. **ALWAYS USE THE RIGHT LADDER FOR THE RIGHT JOB** |  |
| 1. material: wood, metal, aluminium or plastic ladders |  |
| 1. type: single, double, slip, slide, stepladders, ... |  |
| 1. always CE certified and approved |  |
|  |  |
| **CHECK** | |
| 1. **PERSONAL PROTECTIVE EQUIPMENT** |  |
| 1. safety shoes or -boots |  |
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| 1. **SIGNAGE – INDICATE THE WORKPLACE** |  |
| 1. cones |  |
| 1. and/or ground pictographs |  |
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| 1. **CHECKS BEFORE USE** |  |
| 1. Always a clean ladder, no dirt on the ladder |  |
| 1. no folds or deformations, even no cracks |  |
| 1. no missing, loosening, worn, cracked, decayed or ripped rungs |  |
| 1. no clear contamination by chemicals whereby the strength of the separate parts of the ladder is reduced |  |
| 1. not frayed or cracked connection cords |  |
| 1. perfect state of hinges and brackets |  |
| 1. perfect state of anti-slip provisions |  |
| 1. inadequate ladder (e.g painted hinges)- it may hide defects |  |
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| 1. **REGULAR INSPECTION OF THE LADDER** |  |
| 1. by a competent worker (who has the required knowledge and followed adequate training) |  |
| 1. with label on ladder so one can check until when the inspection is valid |  |
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| **HOW TO SET UP A LADDER?**  **CHECK** | |
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| 1. **PREFERABLY 2 PERSONS TO SET UP A LADDER** |  |
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| 1. **SET THE LADDER AT AN ANGLE OF ABOUT 75 DEGREES** |  |
| **TIP**: a ladder is in the correct position when you can touch the rungs with your hands while your toes are touching the bottom side of the rungs |  |
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| 1. **MAKE SURE THAT THE LADDER PROTRUDES AT LEAST** |  |
| **1 METRE AT THE TOP WITH FLOOR HOLES AND ROOF EDGES** |  |
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| 1. **SECURE THE LADDER AT THE TOP AGAINST SLIDING OR SECURE THE LADDER WITH A ROPE OR OTHER FIXING DEVICE** |  |
| 1. **IF NECESSARY PROVIDE A STABILISATION BAR AT THE BOTTOM TO PREVENT SLIDING** | |  | | --- | |  | |  | |
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| **HOW TO USE A LADDER?**  **CHECK** | |
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| 1. **ONLY TRAINED WORKERS** |  |
| Via registered and documented instruction  (how to use, risks, what is not allowed, ...) |  |
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| 1. **ALWAYS CLIMB AND DESCEND LADDERS WITH:** |  |
| 1. two hands on the steps or along the rungs |  |
| 1. the body between the uprights |  |
| 1. face sideways and towards the direction you are going to |  |
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| 1. **WORKING ON LADDERS:** |  |
| 1. always keep 2 feet on the same step and 1 hand on the ladder (on a step or a rung at the side of the rung) |  |
| 1. maximum at 1 arm length when standing straight on the ladder |  |
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| 1. **STAY AT LEAST 4 RUNGS FROM THE TOP** |  |
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