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| 1. **INTRODUCTION TO LADDERS AND STEPLADDERS**
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| 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**
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| 1. material: wood, metal, aluminium or plastic ladders
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| 1. type: single, double, slip, slide, stepladders, ...
 |  |
| 1. always CE certified and approved
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| **CHECK** |
| 1. **PERSONAL PROTECTIVE EQUIPMENT**
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| 1. safety shoes or -boots
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| 1. **SIGNAGE – INDICATE THE WORKPLACE**
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| 1. cones
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| 1. and/or ground pictographs
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| 1. **CHECKS BEFORE USE**
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| 1. Always a clean ladder, no dirt on the ladder
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| 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
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| 1. perfect state of anti-slip provisions
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| 1. inadequate ladder (e.g painted hinges)- it may hide defects
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| 1. **REGULAR INSPECTION OF THE LADDER**
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| 1. by a competent worker (who has the required knowledge and followed adequate training)
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| 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**
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| **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**
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| 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**
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| Via registered and documented instruction (how to use, risks, what is not allowed, ...) |  |
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| 1. **ALWAYS CLIMB AND DESCEND LADDERS WITH:**
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| 1. two hands on the steps or along the rungs
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| 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:**
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| 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)
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| 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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