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| 1. **INTRODUCTION TO LADDERS** |
| Ladders and stepladders are commonly used for working at heights. It is therefore important to have ladders 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 higher or lower level * for inspection or monitoring (no work) * for certain activities:   + with standing height < 2.5 m (or stricter)   + short duration (1/2 h in one position)   + non-repetitive   + carried out with one hand   + without exerting great effort or force (100N)   + no heavy loads (max 10 kg) | Examples:  🡪to the roof of a  ground floor shop  🡪inspection of works,  condition of a roof, ...  🡪painting work  🡪replacing light bulbs  🡪… |
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| 1. The following risks are present:  * **Risk of falling**: as ladders are not properly set up, incorrect climbing, working with 2 hands simultaneously, taking too heavy loads, etc. * **Risk of pinching or crushing**: between parts of and under the ladder, often the preparation and also when falling from/with the ladder * **Electric shock**: by using an incorrect type of ladder when working with electrical risks or by taking insufficient other precautions | |

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| 1. **SAFETY REQUIREMENTS** | |
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| 1. **USE THE RIGHT LADDER FOR THE RIGHT JOB** |  |
| 1. material: wood, metal, plastic or aluminium ladder |  |
| 1. type: single, double, slip, slide, stepladders, ... |  |
| 1. CE certified |  |
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| **ALWAYS REQUIRED !!!**  **CHECK** | |
| 1. **PERSONAL PROTECTIVE EQUIPMENT** |  |
| 1. safety shoes or boots |  |
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| 1. **SIGNAGE - DEMARCATE THE WORKPLACE** |  |
| 1. cones |  |
| 1. and/or pictographs |  |
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| 1. **CHECKS BEFORE USE** |  |
| 1. proper clean, no dirt |  |
| 1. no folds, deformations or cracks |  |
| 1. no missing, loosening, worn, cracked or decayed rungs |  |
| 1. no contamination by chemicals |  |
| 1. not frayed or cracked connection cords |  |
| 1. hinges and brackets in a good state |  |
| 1. anti-slip provisions in a good state |  |
| 1. the ladder must not be painted - it may hide defects |  |
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| 1. **REGULAR INSPECTION OF THE LADDER** |  |
| 1. by a competent worker (required knowledge and training) |  |
| 1. with label on ladder 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 MUST SET UP A LADDER** |  |
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| 1. **SET THE LADDER AT AN ANGLE OF 75 DEGREES** |  |
| **TIP**: The rule of thumb:  Stand at the bottom of the ladder  and take hold of the ladder with your arms stretched up ahead |  |
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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** |  |
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| MC900054583[1]**HOW NOT TO SET UP LADDERS**  **CHECK** | |
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| 1. **PLACES LADDERS ARE NEVER ALLOWED:** |  |
| 1. on a slope |  |
| 1. on soft, uneven or slippery surfaces |  |
| 1. on a table or a chest |  |
| 1. backwards |  |
| 1. upside down |  |
| 1. on a moving surface |  |
| 1. unstable structures |  |
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| **TIP**: Equip the ladder with a stabilizer bar,  if necessary at the bottom  so that it cannot sink or slip away |  |
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| **HOW TO USE A LADDER?**  **CHECK** | |
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| 1. **ONLY TRAINED WORKERS** |  |
| 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 rungs |  |
| 1. the body between the uprights |  |
| 1. your face towards the ladder |  |
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| 1. **WORKING ON LADDERS:** |  |
| 1. always keep 2 feet and 1 hand on the ladder |  |
| 1. maximum at 1 arm length |  |
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| 1. **STAY AT LEAST 4 OR 5 RUNGS FROM THE TOP** |  |
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| MC900054583[1]**WHAT IS FORBIDDEN WITH LADDERS?**  **CHECK** | |
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| 1. **NEVER LEAVE LADDERS UNATTENDED** |  |
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| 1. **NEVER CLIMB AND DESCEND LADDERS:** |  |
| 1. with your back to the rungs |  |
| 1. by skipping rungs |  |
| 1. with multiple persons at a time |  |
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| 1. **WHEN WORKING ON A LADDER, NEVER:** |  |
| 1. lean too far left or right |  |
| 1. carry material and tools up |  |
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| 1. **NEVER USE A LADDER AS A WALKWAY** |  |
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| 1. **NEVER USE THE TOP RUNGS (with the feet)** |  |
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