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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🡪… |
|  |
| 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
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| 1. type: single, double, slip, slide, stepladders, ...
 |  |
| 1. CE certified
 |  |
|  |  |
| **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**
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| 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**
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| **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** |  |
|  |  |
| 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:**
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| 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
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| 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
 |  |
|  |  |
| 1. **WHEN WORKING ON A LADDER, NEVER:**
 |  |
| 1. lean too far left or right
 |  |
| 1. carry material and tools up
 |  |
|  |  |
| 1. **NEVER USE A LADDER AS A WALKWAY**
 |  |
|  |  |
| 1. **NEVER USE THE TOP RUNGS (with the feet)**
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