Ladder Safety Guide oolShield

# **Before Use:**

- Read all instructions
- All ladders have a maximum load of 150Kg
- Keep the ladder clean remove any paint, oil or dirt
- Inspect the ladder before first use check operation of all parts and ensure it is safe to use at the start of each day
- Do not use a damaged ladder
- Before using the ladder at work, a risk assessment should be carried out
- For professional users, regular periodic inspection is required
- When transporting ladders on roof bars, ensure that they are suitably placed and secured to prevent any damage we recommend using ToolShield Ladder Clamp Part No. LADCLAMP

### **Positioning the Ladder:**

- Ladders should not be positioned on slippery surfaces (for example ice, shiny surfaces or on spillages) unless additional effective measures are taken to prevent the ladder slipping
- When positioning the ladder take into account risk of collision from people, vehicles, doors and windows. Secure doors (not fire exits) and windows where possible in the work area
- Ladder should be positioned on an even level and unmoveable base with rungs or treads level and fully opened
- Ladder should only be used on its feet in the upright position
- Identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment
- Locking devices, if fitted, should be fully secured before use
- Ladder should never be repositioned from above

### Using the Ladder:

- Do not exceed the maximum total load for the type of ladder
- Do not overreach, your belt buckle should always be inside the sides of the ladder
- Maintain a handhold whilst working from a ladder or take additional safety precautions
- Keep a secure grip on the ladder when ascending and descending
- Avoid work that imposes a sideways load on standing ladders, such as side-on drilling though solid materials (e.g. brick and concrete)
- Wear suitable footwear when climbing a ladder
- Face the ladder when ascending and descending
- Do not use standing ladders for access to another level
- Use non-conductive ladders for unavoidable live electrical work
- Do not use the ladder as a bridge
- Equipment carried while using a ladder should be light and easy to handle
- Do not use the ladder outside in adverse weather conditions, such as strong wind
- Children should not use the ladder as a toy or without supervision
- Ladders should only be used for light work of short duration with regular breaks

#### Storage:

The important considerations when storing a ladder (not in use) include the following:

- To avoid more rapid deterioration ensure the ladder is stored away from areas of dampness, excessive heat, or exposure to the elements
- The ladder should be stored in a position which helps it to remain straight (e.g. hung by the stiles on proper ladder brackets or laid on a flat clutter free surface)
- The ladder should be stored where it cannot be damaged by vehicles, heavy objects, or contaminants
- Ensure the ladder is stored where it cannot cause a trip hazard or an obstruction
- Ensure the ladder is secured against unauthorised usage (e.g. by children or criminals)

#### **Repair:**

These ladders are not repairable, if damaged they should be disposed of

#### Maintenance:

Refer to the 'Before Use' section of the instructions

# PLEASE KEEP THESE INSTRUCTIONS SAFE FOR FUTURE REFERENCE

