



Ladders and Step Ladders



THESE INSTRUCTIONS MUST BE READ BY THE USER BEFORE POSITIONING AND USING THE LADDER

- 1 Ladders must be used correctly according to the manufacturer's or owner's instructions which are available on request if required.
- 2 **CHECK** that you have the right ladder for the job. Timber ladders are divided into three classes:
 - **Class 1** - the heaviest duty suitable for construction work, for frequent use and substantial loads.
 - **Class 2** - suitable for lighter work such as decoration for less frequent use and relatively low loads.
 - **Class 3** - suitable only for light domestic use.
 - Metal ladders are normally marked with a duty rating in kilograms (kg) eg 95kg for light domestic use.
- 3 Wear a hard hat when erecting and using a ladder.
- 4 The foot of the ladder should be on a firm level surface and should not rest on loose material.
- 5 **DO NOT** place the ladder on blocks to gain extra height.
- 6 On a sloping surface use the proper attachments to level up the feet.
- 7 **DO NOT** place the ladder so that the bottom rung is carrying the whole weight of the ladder.
- 8 To prevent the ladder slipping, the top should be securely fixed using a lashing, strap or clip.
- 9 On slippery surfaces the foot of the ladder should be secured by suitable means such as fixed blocks, cleats, sandbags or stakes driven into the ground.

- 10 Where the ladder cannot be secured, a second person should stand at the bottom of the ladder with a hand on each stile and one foot on the bottom rung. Effective only for ladders shorter than 5 metres (16 ft).
- 11 The ladder should extend 1 metre (3/12 ft) above the top rung on which the user has to stand or above the landing place. This extension is not necessary if there is a suitable hand hold.
- 12 The ideal angle for a ladder is 75° (to the horizontal, or 1 metre out for every 4 metres in height).
- 13 Always climb or descend the ladder facing it.
- 14 **DO NOT** use ladder rungs as a support for scaffolding boards or other boards unless it is a heavy duty (class 1) ladder.
- 15 **ONLY** one person at a time must climb a ladder.
- 16 Timber ladders with wire reinforced rungs or stiles must have the reinforcement on the underside when used.
- 17 **CHECK** that there is no electrical hazard in the work area when using metal ladders.
- 18 **CHECK** that your boots or shoes are free of mud or grease etc before climbing the ladder.
- 19 If the ladder becomes contaminated, clean it thoroughly before further use.
- 20 **CHECK** that there is sufficient space for the foot behind the rungs.
- 21 **DO NOT** carry tools and materials in the hand when climbing or descending. Both hands must be kept free.
- 22 Light tools should be carried in a tool belt or a bag, other tools and materials should be raised or lowered on a rope.
- 23 Grip the stiles rather than the rungs with the hands.
- 24 Keep both feet on the rungs when working.
- 25 **DO NOT** over-reach to the side of the ladder. This will make it unstable.
- 26 Be aware that too much force on a tool could result in the ladder overbalancing backwards or slipping.

27 Sections of extension ladders should overlap by a minimum of:

1 ½ rungs - closed length up to 5m (16 ft)

2 ½ rungs - closed length between 5 and 6m

3 ½ rungs - closed length over 6m (20 ft)

ROOF LADDERS

28 Before placing on the roof, **CHECK** that the ridge hook is securely fastened to the ladder.

29 The ladder that is used to gain access to the roof ladder must be securely fixed at the top.

30 **CHECK** that the ridge hook is properly positioned over the ridge tiles before starting to climb the roof ladder.

31 If the ladder is too short, **DO NOT** climb up to it over roof tiles. Get a larger ladder from the Hire Company.

32 **DO NOT** attempt repairs. Contact the Hire Company.



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