

Workplace Instruction –
Workplaces



Ladders and Steps

Guidance for company instruction



Using ladders safely

Facts

Ladders and steps are frequently used work equipment in BG ETEM companies. The accident rate remains high. Accidents (falling from a height) caused by improper use of ladders and steps or the use of damaged or inadequately designed ladders and steps

may cause various types of injuries. In addition to technical causes, which today account for only a small part of accidents, it is particularly the misconduct of users that leads to accidents, often with serious and sometimes permanent physical injuries.

What should be observed?

Do not use ladders with defects

Defective ladders must be withdrawn from use and may be used only after appropriate repair. Report ladder defects to superiors.

Observe the body posture on the ladder

Leaning out to the side, in combination with the forces that occur to a greater or lesser extent during any activity, can cause the ladder to tip over. For this reason, the ladder must be positioned as directly as possible in front of the work area, if necessary by repositioning the ladder several times during extensive work.

Wear suitable shoes

Climb a ladder only with shoes that support the foot sufficiently, e. g. shoes without heel strap are inappropriate.



Do not wear unsuitable footwear when performing hazardous activities.



Safety shoes prevent foot injury and provide stability.

Avoid holding heavy or bulky items when climbing a ladder.

When climbing a ladder you must have one hand free to hold tight on the ladder.

Work that should not be carried out from ladders

Work tasks that require significant effort and duration of work time are too unsafe to be performed from ladders and should only be carried out using working platforms, lifting platforms, scaffolds, etc.

The following important tips for working safely from ladders and steps should be considered:



Tip

Operating instructions can be ordered at www.bgetem.de.



Stepladders 1

Do not misuse stepladders for other purposes

The use of a stepladder as a leaning ladder is not permitted as the feet of the ladder or the ladder head can slip away and the joints can be damaged.

Only set up stepladders on solid ground

Make sure that the ladder feet are not placed on boxes, stones, stone stacks, tables or unstable ground.

Only climb stepladders when they are fully unfolded

Spreaders (belts, chains, ropes, etc.) prevent the ladder legs from sliding apart. If the spreaders are not tensioned, the ladder legs will abruptly slide apart, which can result in the user falling off the ladder.

Do not step from stepladders onto shelves or similar

It is dangerous and therefore not permitted to step over from stepladders onto higher workplaces or shelves, as in this case stepladders can easily tip over to the side.

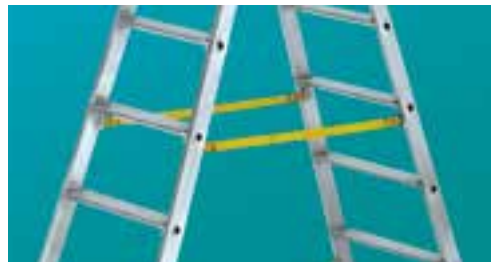
Correct transport

Stepladders are most safely carried folded up in a vertical position along the body.



Basically three types of ladders are used:

- 1 Stepladders
- 2 Leaning ladders
- 3 Multi-purpose ladders



The spreader must always be fully tensioned.

Leaning ladders 2

Only lean single ladders against safe support points

Glass, tensioning wires, vertical bars, unlocked doors and other soft points are not considered to be safe support points.

Place leaning ladders only against safe support points

Glass panes, tension wires, vertical bars, unlocked doors and other points that might give in are not considered safe support points.

Climbing over only with support

To climb to higher areas, e.g. mezzanines or storage areas, there must be means of support. This requirement is met either by handholds or by the ladder rails themselves. In the latter case, the length of the leaning ladder used must be selected so that it protrudes above the landing point by at least 1 meter.

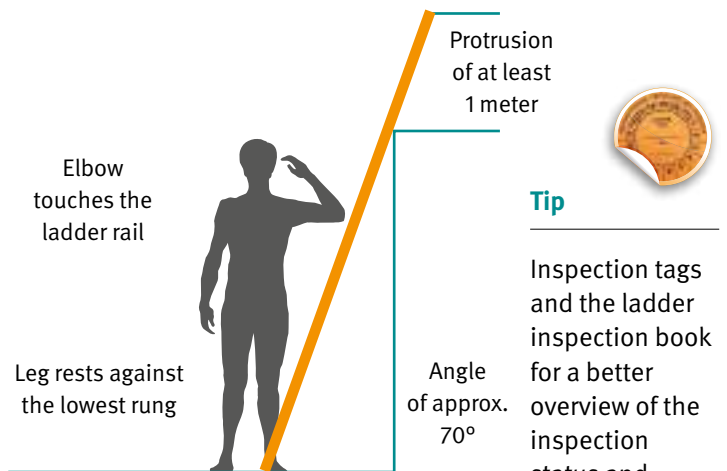


Only perform minor works

From leaning ladders, only minor works may be performed, e.g. changing light bulbs. The following conditions must be observed: Standing position on the ladder not higher than 5 meters above the base. The weight of the tools and materials to be carried must not exceed 10 kg.

Observe inclination of leaning ladders

Leaning ladders must be set up at the correct inclination. Rung leaning ladders should be positioned at an angle of approx. 70° to the base.



Tip

Inspection tags and the ladder inspection book for a better overview of the inspection status and inventory can be ordered at www.bgetem.de, section: **Media**

Multi-purpose ladders 3

For multi-purpose ladders that are used as “stepladders” or “leaning ladders”, the above mentioned user instructions for the respective ladder type apply.

Additional information: Observe maximum ascending height

For stepladders with attached extension ladder, it is not permitted to climb the extension ladder section higher than the fifth uppermost rung. The ladder section above the top rung serves only to hold the ladder in place.

Do not climb over

If multi-purpose ladders are used as stepladders, do not climb over from them onto higher workplaces or shelves, as in this case stepladders can easily tip over to the side.

Function of the joints

When multipurpose ladders with automatically engaging joints are used frequently, the proper functioning of the ratchet joints is not always ensured due to dirt, rust, etc. Therefore, after each activation of the joints, make sure that they are properly locked in place.

Steps

If necessary, the provided steps must be used. They must be placed on firm, level and slip-resistant ground. Damaged steps may not be used.



