EN131 - EN14183

Ladders, Mobile Ladders With Platforms, Step Stools

EN | User Manual







05/23-EN131-1200

INDEX

EN INDEX

Introduction	3
Reasons for accidents	3
Before use	4
Using the ladder	5
Safety information for using the ladder	6
Installation of stabilizers	9
List of items to be inspected	12

1. Introduction



These directions for use and handling contain important safety information. Therefore read over these directions completely; in particular, pay attention to all safety information before you use the ladder.

Please keep these directions for use and handling. When the ladder is passed on to another user, these Use and Operating Instructions should be provided. The ladder meets the requirements of the European standard EN 131-1-2-3-4-7

2. Reasons for accidents

The following list of hazards and examples of their causes, which is not exhaustive, are common reasons for accidents encountered when using ladders and are the basis on which the information in this standard has been developed:

a) Loss of stability:

- Incorrect choice of ladder (such as too short, unsuitable task);
- Incorrect positioning of the ladder (such as incorrect angle for leaning ladder or not fully opening a standing ladder);
- Slide outwards at the bottom (such as bottom of leaning ladders sliding away from the wall);
- Side slip, and top flip for leaning ladders (such as overreaching or fragile top contact surface);
- Falling sideways;
- Condition of the ladder (such as missing anti-slip feet for leaning ladders);
- Stepping off an unsecured ladder at height;
- Ground conditions (such as unstable soft ground, sloping ground, slippery surfaces or contaminated solid surfaces);
- Adverse weather conditions (such as windy conditions);
- Collision with the ladder (such as vehicle or door);

b) From handling:

- Transferring the ladder to the work position;
- Erecting and dismantling the ladder;
- Carrying items up the ladder;

c) Slip, trip and fall of user:

- Inappropriate footwear;
- Contaminated rungs or steps;
- Unsafe user practices (such as climbing two rungs at time, sliding down stiles);
- Ground conditions (such as unstable soft ground, sloping ground, slippery surfaces or contaminated solid surfaces);

d) Structural failure of ladder:

- Condition of the ladder (such as damaged stiles, wear, UV degradation of plastic parts);
- Overloading the ladder;
- Unintended use;

e) Electrical hazards:

- Incorrect selection of type of ladder for electrical work;
- Unavoidable live working (e.g. fault finding);
- Positioning ladders too close to live electrical equipment (such as overhead power lines);
- Ladders damaging electrical equipment (such as covers or protective insulation)

3. Before use

- Ensure that you are fit enough to use a ladder. Certain medical conditions or medication, alcohol or drug abuse could make ladder use unsafe;
- When transporting ladders on roof bars or in a truck, ensure they are suitably placed to prevent damage;
- Inspect the ladder after delivery and before first use to confirm condition and operation of all parts;
- Visually check the ladder is not damaged and is safe to use at the start of each working day when the ladder is to be used;
- For professional users regular periodic inspection is required;
- Ensure the ladder is suitable for the task;
- Do not use a damaged ladder;
- Remove any contamination from the ladder, such as wet paint, mud, oil or snow;
- Before using a ladder at work a risk assessment should be carried out respecting the legislation in the country of use.

4. Positioning and erecting the ladder

- Ladder shall be erected at the correct position, such as the correct angle for a leaning ladder (angle of inclination approximately 1:4) with the rungs or treads level and complete opening of a standing ladder;
- Locking devices, if fitted, shall be fully secured before use;
- Ladders shall be on an even, level and unmoveable base;
- Leaning ladder should lean against a flat non-fragile surface and sould be secured before use, e.g. tied or use of a suitable device;
- Ladder shall never be repositioned from above;
- When positioning the ladder take into account risk of collision with the ladder e.g. from pedestrians, vehicles or doors. Secure doors (not fire exists) and windows where possible in the work area;
- Identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment;
- Ladder shall be stood on its feet, not the rungs or steps;
- Ladders shall not be positioned on slippery surfaces (such as ice, shiny surfaces or significantly contaminated solid surfaces) unless additional effective measures are taken to prevent the ladder slipping or ensuring contaminated surfaces are sufficiently clean.

5. Using the ladder

- Do not exceed the maximum total load for the type of ladder;
- Do not overreach; user should keep their belt buckle (navel) inside the stiles and both fee: step/rung throughout the task;
- Do not step off a leaning ladder at a higher level without additional security, such as tying off or suitable stability device;
- Do not use standing ladders for access to another level;
- Do not stand on the top three steps/rungs of a leaning ladder;
- Do not stand on the top two steps/rungs of a standing ladder wtihout a platform and hand/knee rail;
- Do not stand on the top four steps/rungs of a standing ladder with an extending ladder at the top;
- Ladders should only be used for light work of short duration;
- Use non-conductive ladders for unavoidable live electrical work;
- Do not use the ladder outside in adverse weather conditions, such as strong wind;
- Take precautions against children playing on the ladder;
- Secure doors (not fire exits) and windows where possible in the work area;
- Face the ladder when ascending and descending;
- Keep a secure grip on the ladder when ascending and descending;
- Do not use the ladder as a bridge;
- Wear suitable footwear when climbing a ladder;
- Avoid excessive side loadings e.g. drilling brick and concrete;
- Do not spend long periods on a ladder without regular breaks (tiredness is a risk);
- Leaning ladders used for access to a higher level should be extended at least 1 m. above the landing point;
- Equipment carried while using a ladder should be light and easy to handle;
- Avoid work that imposes a sideways load on standing ladders, such as side-on drilling throughsolid materials (e.g. brick or concrete);
- Maintain a handhold whilst working from a ladder or take additional safety precautions if you cannot.

For EN131-7 (Only valid for mobile ladders with platform) ;

- For outdoor use caution to the wind.
- Use only with activated brakes.
- To use only with stabilizers. (If available).

6. Repair, maintenance and storage

- Repairs and maintenance shall be carried out by a competent person and be in accordance producer's instructions.
- Competent person is someone who has the skills to carry out repairs or maintenance, e.g. by a training by the manufacturer.
- For repair and replacement of parts, e.g. feet, if necessary contact the producer or distributor.
- Ladders should be stored in accordance with the producer's instructions.
- Ladders made of or using thermoplastic, thermosetting plastic and reinforced plastic materials should be stored out of direct sunlight.
- Cleaning the staircase: The stair can be cleaned with water by adding a commercial cleaner.
- Paints can be removed with a paint remover.
- Storage: The ladder should be stored so that it cannot be damaged. The ladder should be protected against weather effects. Liquid contact should be avoided. Ladders should be stored in position horizontal.

7. Safety information for using the ladder

7.1 Minimum basic requirements for safety marking and user instructions for all ladders



Warning, fall from the ladder.



Refer to instruction manual/booklet



Inspect the ladder after delivery. Beforeevery use visually check the ladder isnot damaged and is safe to use. Do notuse a damaged ladder.



Maximum total load



Do not use the ladder on a unlevel or uniform base.



Do not overreach.



Do not erect ladder on contaminated ground.



Maximum number of users



Do not ascend or descend unless you are facing the ladder.



Keep a secure grip on the ladder when ascending and descending. Maintain a handhold whilst working from a ladder or take additional safety precautions if you cannot.



Avoid work that imposes a sideways load on ladders, such as side-on drilling through solid materials.



Do not carry equipment which is heavyor difficult to handle while using a ladder.



Do not wear unsuitable footwear when climbing a ladder.



Do not use the ladder if you are not fit enough. Certain medical conditions or medication, alcohol or drug abuse could make ladder use unsafe.

- Do not spend long periods on a ladder without regular breaks (tiredness is a risk).
- Prevent damage of the ladder when transporting e.g. by fastening and, ensure they are suitably placed to prevent damage.
- Ensure the ladder is suitable for the task.
- Do not use the ladder if contaminated, e.g. with wet paint, mud, oil or snow.
- Do not use the ladder outside in adverse weather conditions, such as strong wind .
- For professional use a risk assessment shall be carried out respecting the legislation in the country of use.
- When positioning the ladder take into account risk of collision with the ladder e.g. from pedestrians, vehicles or doors. Secure doors (not fire exits) and windows where possible in the work area.

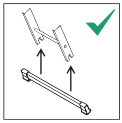




Warning, electricity hazard Identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment and do not use the ladder where electrical risks occur.
Use non-conductive ladders for unavoidable live electrical work.



Do not use the ladder as a bridge.



If a ladder is delivered with stabilizer bars and these bars should be fixed by the user before the first use this shall be described on the ladder and in the user instruction.

·Do not modify the ladder design.
·Do not move a ladder while standing on it.
·For outdoor use caution to the wind.



Ladder for professional use

7.2 Additional requirements for safety marking and user instructions for leaning ladders



Leaning ladders with rungs shall be used at the correct angle.



Leaning ladders with steps shall be used that the steps are in a horizontal position.



Ladders used for access to a higher level shall be extended at least 1 m above the landing point and secured, if necessary.



Only use the ladder in the direction as indicated, only if necessary due to design of ladder.



Do not lean the ladder against unsuitable surfaces



Do not stand on the top three steps/rungs of a leaning ladder. For telescopic ladders the last metre shall not be used.

·Ladder shall never be moved from the top.

7.3 Additional requirements for safety marking and user instructions for standing ladders



Do not step off the side of standing ladder onto another surface.



Open the ladder fully before use.



Use the ladder with restraint devices engaged only.



Standing ladders shall not be used as a leaning ladder unless it is designed to do so.



Do not stand on the top two steps/rungs of a standing ladder without a platform and a hand/knee rail.



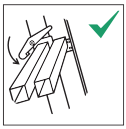
Any horizontal surface which looks like a platform on a standing ladder that is not designed for standing on (e.g. a plastic work tray) shall be clearly indicated on that surface, (only if necessary due to design of ladder).

7.4 Additional requirements for safety marking and safety instructions for combination ladders



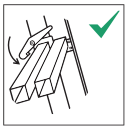


Do not climb above the rung or tread recommended by the producer, of a combination ladder used in the standing ladder position, with extending ladder at the top or in the stairway position. The minimum requirement shall always be: Do not climb above the top four steps/rungs.



Locking devices shall be checked and be fully secured before use if not operated automatically.

7.5 Additional requirements for safety marking and user instructions for extending ladders



Locking devices shall be checked and be fully secured before use if not operated automatically.

- The loose end of the rope shall be tied to the ladder

7.6 Additional requirements for safety marking and user instructions for mobile ladders with platform



Do not step off the side of the mobile platform ladder onto another surface.



Use the ladder with restraint devices engaged only (only if necessary due to design of ladder).



Use only with stabilizer (if part of the ladder).



Use only with stabilizer (if part of the ladder).



Do not use ladders outdoors which are not intended for this purpose.



Do not step off the side of the mobile platform ladder onto another surface.



Any horizontal surface which looks like a platform on a standing ladder that is not designed for standing on (e.g. a plastic work tray) shall be clearly indicated on that surface, (only if necessary due to design of ladder).



Use only with activated brakes (if part of the ladder).

7.7 Additional requirements for safety marking and safety instructions for Multipurpose ladders

· Single or multiple joint ladders should be unfolded/folded when lying on the ground and not in its use position.



If the ladder is used as a platform, only deckings recommended by the ladder producer shall be used. The decking shall be secured before use (only if necessary due to design of ladder).



Prohibited positions (see EN 131–4:2007, Clause 7): M-position, upside-down position (only if necessary due to design of ladder).

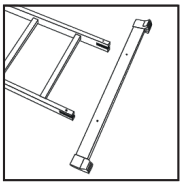


Max. load of platform in scaffold position (see EN 131–4:2007, Clause 7) declared by the manufacturer (120 kg to 150 kg) (only if necessary due to design of ladder).

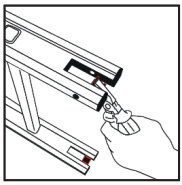


Ensure that the hinges are locked.

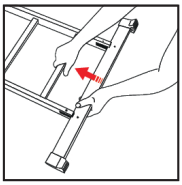
8. Installation of stabilizers



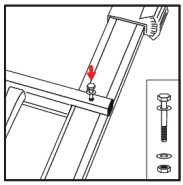
Installation Of stabilizers (if part of the ladder)



Break the thin plastic piece to fix the stabilizer

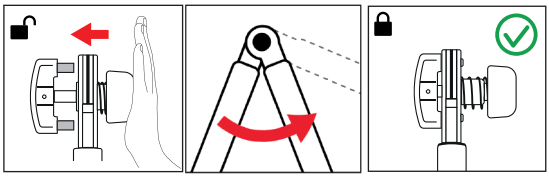


Make sure that the screw holes overlap when mounting the outrigger.

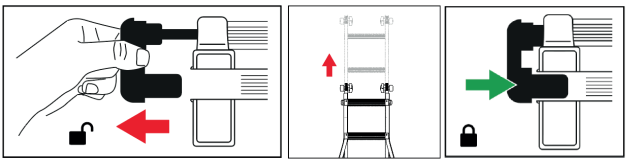


Tighten the screws after passing through the hole.

9. Additional instructions for use of multipurpose ladders



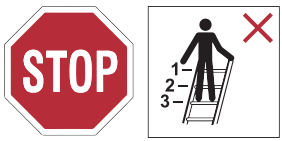
Press the hinge lock to set the ladder to A or leaning position. Set the ladder A or leaning position. When the angle of the ladder is brought to a certain position, the spring pins will lock. Do not climb up the ladder without being sure that all the pins are locked.



Unlock the rung to extend the ladder. Lock the rung when you set the ladder to desired level. Make sure that all pins and rungs are locked before climb up the ladder.



Do not stand on the last two steps of the ladder in A position.

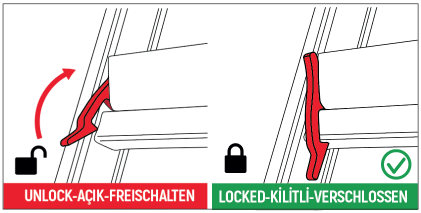


Do not stand on the last three steps of the ladder in leaning position.

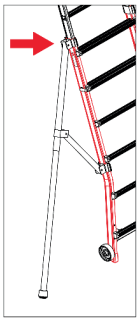


Do not climb from the back side!

10. Additional instructions for use of mobile platform ladders



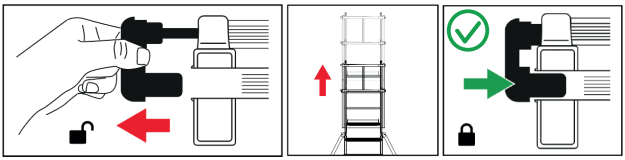
After bringing the ladder to the operating position, move the platform latch to the locked position.



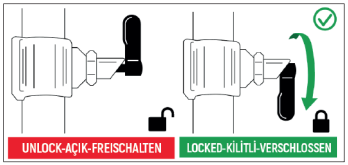
Fix the stabilisers to the marked parts

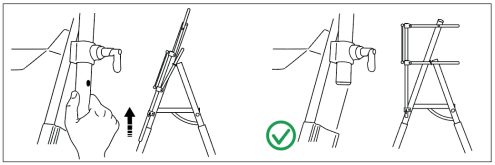
Adjust the height according to the ground

Do not work without making sure that stabilisers are firmly fixed to the ground!

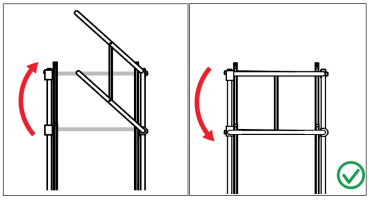


Unlock the rung to extend the ladder. Lock the rung when you set the ladder to desired level. Make sure that all pins and rungs are locked before climb up the ladder.





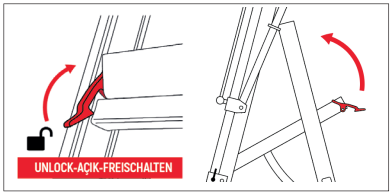
To open the guardrail, turn the lock down and push the guardrail up. When the guardrail is in the correct position, the latch will be locked.



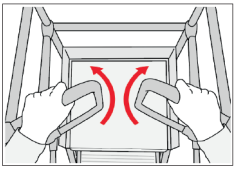
After climbing onto the platform, do not work without closing the safety door!



When climbing up & down the ladder, your face should be towards the ladder.



To fold the ladder, open the platform latch.



Push the spring doors to go up on the platform.

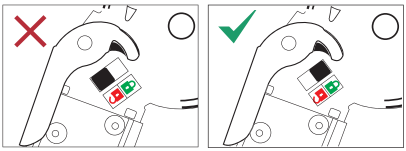


When climbing up & down the ladder, your face should be towards the ladder.

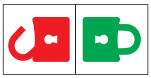


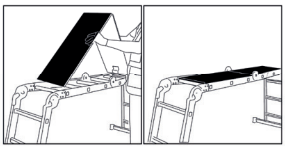
Lock the wheels while using the ladder.

11. Additional instructions for use of multipurpose ladders

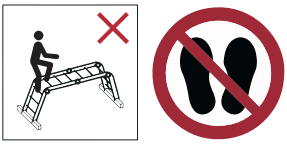


Make sure that all hinges are locket before climb up the ladder!

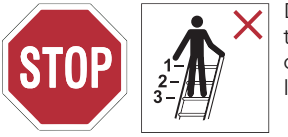




Place the decking component as shown. (if exist in the product)



Do not use the ladder at platform position, without decking component.



Do not stand on the last three steps of the ladder in leaning position



Do not stand on the last two steps of the ladder in A position.

12. List of items to be inspected

For regular inspection, the following items shall be taken into account:

	✗	✔
Check that the stiles/legs (uprights) are not bent, bowed, twisted, dented, cracked, corroded or rotten;		
Check that the stiles/legs around the fixing points for other components are in good condition;		
Check that fixings (usually rivets, screws or bolts) are not missing, loose, or corroded;		
Check that rungs/steps are not missing, loose, excessively worn, corroded or damaged;		
Check that the hinges between front and rear sections are not damaged, loose or corroded;		
Check that the locking stays horizontal, back rails and corner braces are not missing, bent, oose, corroded or damaged;		
Check that the rung hooks are not missing, damaged, loose or corroded and engage properly on the; rungs;		
Check that guide brackets are not missing, damaged, loose or corroded and engage properly on the mating stile;		
Check that ladder feet / end caps are not missing, loose, excessively worn, corroded or damaged;		
Check that the entire ladder is free from contaminants (e.g. dirt, mud, paint, oil or grease);		
Check that locking catches (if fitted) are not damaged or corroded and function correctly;		
Check that the platform (if fitted) has no missing parts or fixings and is not damaged or corroded.		

13. Storage

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

	✗	✔
Is the ladder stored away from areas where its condition could deteriorate more rapidly (e.g. dampness, excessive heat, or exposed to the elements)?		
Is the ladder 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)?		
Is the ladder stored where it cannot be damaged by vehicles, heavy objects, or contaminants?		
Is the ladder stored where it cannot cause a trip hazard or an obstruction?		
Is the ladder stored securely where it cannot be easily used for criminal purposes?		
If the ladder is permanently positioned (e.g. on scaffolding), is it secured against unauthorized climbing (e.g. by children)?		

Product Code :
Inspector :
Inspection Date :