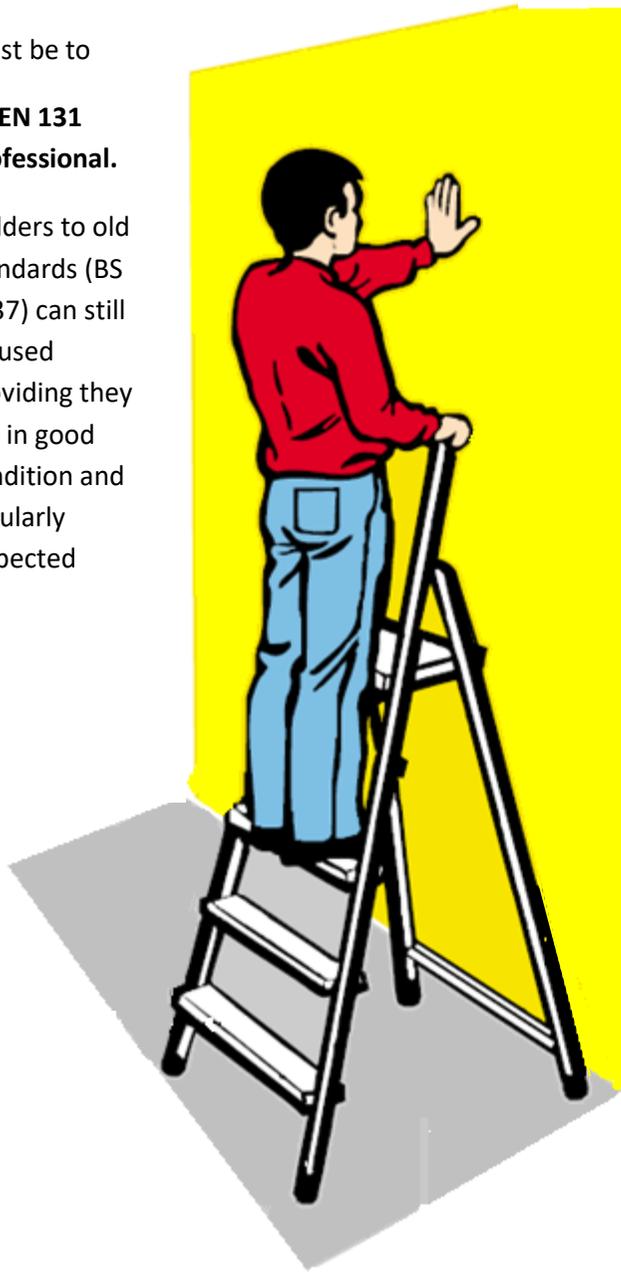


# Step Ladder Safety

Must be to

**BS EN 131  
Professional.**

Ladders to old standards (BS 2037) can still be used providing they are in good condition and regularly inspected



## Do's

- Check step ladder is safe to use
  - Ensure mechanisms operate / engage correctly
  - Free from damage
  - Right height for job
  - Steps are clean
  - All four feet are attached and in good condition
- Only use on firm and level base
- Ensure all four feet on ground
- Use non-slip device when using on smooth surfaces
- Wear appropriate foot wear
- Maintain three points of contact
- Always face the work area

## Don'ts

- Never overreach
- Never exceed the ladder duty rating
- Never stand higher than the third rung from top of the step ladder unless it has a designated hand hold

|  |                                     |
|--|-------------------------------------|
| <b>ACCESS EQUIPMENT REGISTER</b>                   | <b>Responsible Inspector</b>        |
| <b>Description of Equipment</b> <i>Step ladder</i> | <b>Equipment Identification No.</b> |

| INSPECTION RECORD |           |        | INSPECTION RECORD |           |        |
|-------------------|-----------|--------|-------------------|-----------|--------|
| Date Inspected    | Pass/Fail | Signed | Date Inspected    | Pass/Fail | Signed |
|                   |           |        |                   |           |        |
|                   |           |        |                   |           |        |
|                   |           |        |                   |           |        |
|                   |           |        |                   |           |        |
|                   |           |        |                   |           |        |
|                   |           |        |                   |           |        |
|                   |           |        |                   |           |        |

**Managers Annual Assessment**

| Date | Satisfactory Y / N | Corrective Action | Signature |  |  |  |  |
|------|--------------------|-------------------|-----------|--|--|--|--|
|      |                    |                   |           |  |  |  |  |
|      |                    |                   |           |  |  |  |  |
|      |                    |                   |           |  |  |  |  |

*Checks should be carried out and recorded on the register at least once in **12 months**. However, users are reminded that the equipment should be check for obvious signs of damage before each use and damaged ladders must not be used. DO NOT USE ladder if it has not been inspected within the last 12 months*