



# Ladder Inspection Guide

Ladders, podiums and steps should be regarded primarily as a means of access. If used in the workplace they should only be for short periods of time (no more than 30 minutes) and only then if the use of more suitable equipment is not justified due to low risk and/or when the residual risk is adequately controlled.

## Ladders (portable and fixed), podiums and steps should;

- Have a system of identifying when 'unsafe' or not to be used.
  - Be given a unique identification mark such as a Brady Laddertag®.
  - Be recorded in a suitable register.
  - Have appropriate records of inspection, repairs or maintenance.
  - Be visually inspected prior to any use for damage, faults and wear.
  - Be inspected by a competent person at periods determined by type, intended use, work conditions, place of use, age and previous use.
- Recommended; 3 months external, 6 months internal, maximum 1 year.

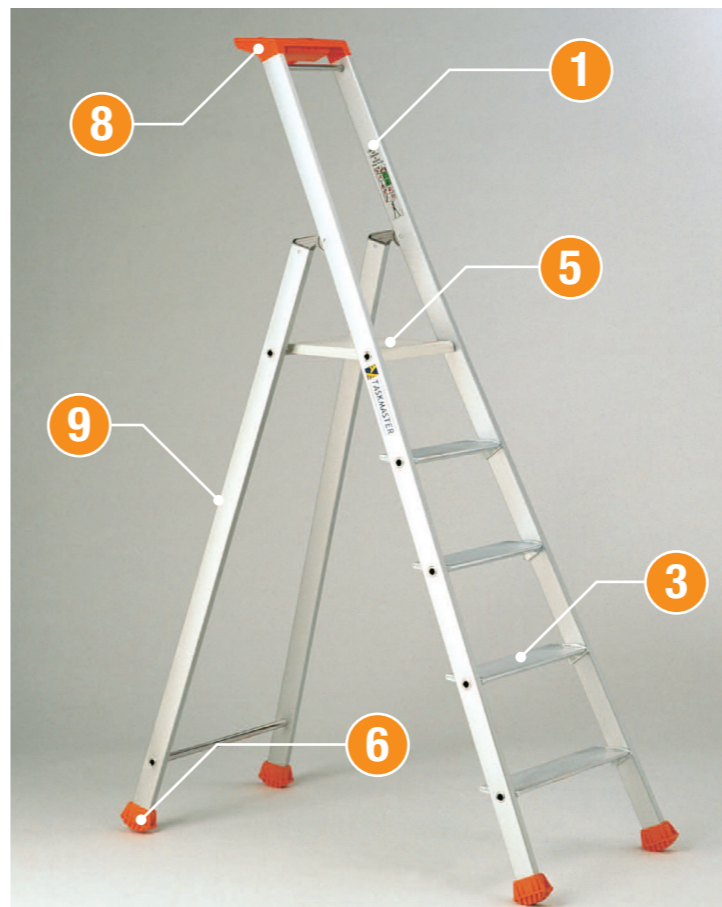
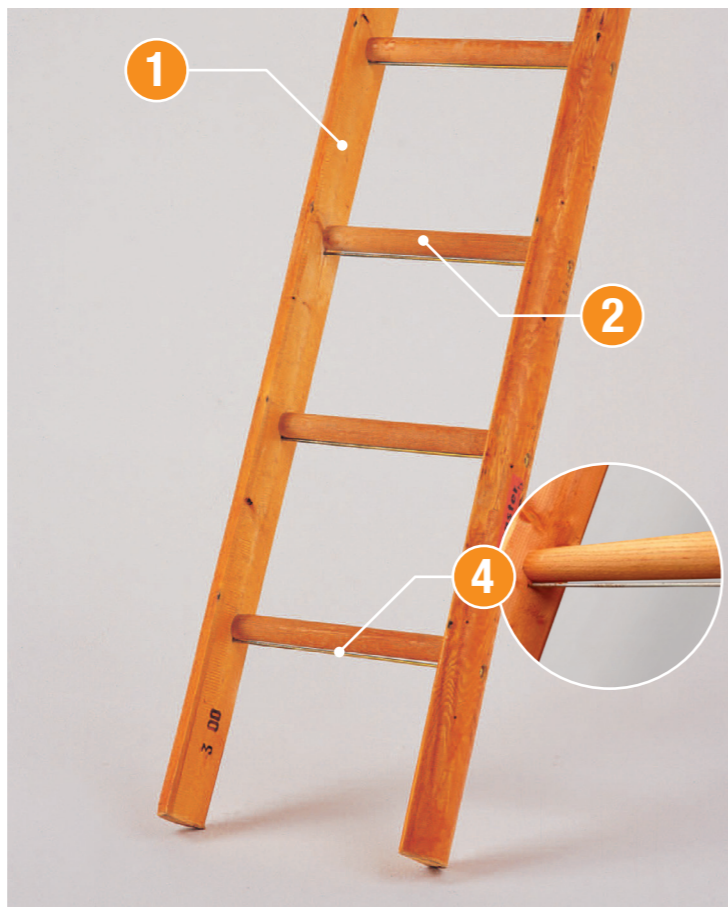


Brady Laddertag® Visual Tagging System



## COMPONENTS:

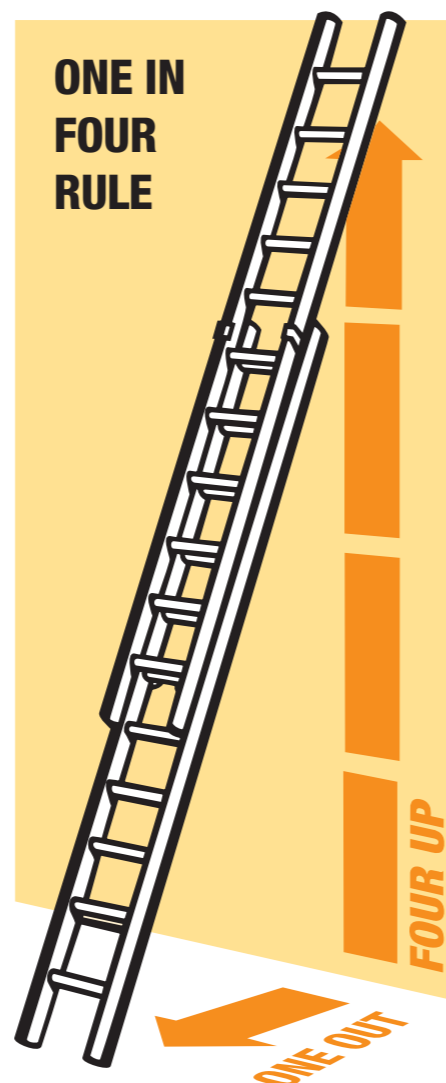
- Stiles
- Rungs
- Steps
- Tie rods
- Top platform
- Anti-slip feet
- Rung hooks
- Support rail
- Swing back



## Setting up a ladder for safe use

One of the fundamental elements of safe ladder set up, is the correct placement angle. The one in four rule (or four up, one out rule) is an easy way of remembering a safe working angle for a ladder. For example, if a ladder is extended by four meters the base must be placed one meter away from the wall that it's leaning against.

- Keep the ladder base the right distance from the wall (remember the one in four rule).
- Place the base of the ladder on a level and firm surface.
- Foot or tie the bottom of the ladder to prevent any movement.
- Extend the top of the ladder 1.05m beyond the upper exit point.
- Tie off or anchor the top of the ladder on the stiles, not on the rungs.



## SAFE LADDER USE - DO...

- Face the ladder when climbing.
- Hold the ladder with both hands while climbing and one hand while working.
- Use a hanger or tool holder for tools and buckets.
- Keep your weight centred between the stiles.
- If the ladder is in front of a door, make sure the door is locked or blocked.
- Rest the top of the ladder against a solid surface, never against a gutter.
- Make sure that longer extension ladders (over 18 rungs) have an overlap of at least 3 rungs.
- Move the ladder to avoid over stretching, and re-secure it whenever necessary, however frustrating that may be.
- Wear strong flat shoes or boots with dry clean soles.
- Use a step ladder front on to the work area.
- Select a ladder or step ladder that is the right height for the job.
- Check manufacturer's guidelines for attachment method.

## SAFE LADDER USE - DON'T...

- Use a ladder if you really need scaffolding.
- Carry objects while climbing (use a tool belt or hoist materials with a rope).
- Use the top two steps on a stepladder or the top four ladder rungs.
- Allow two people on the ladder at the same time.
- Lean too far to either side while on the ladder.
- Work near power lines or other electricity sources especially with a metal ladder.
- Create makeshift ladders.
- Place a ladder on top of boxes, barrels, bricks etc to gain extra height.
- Use a ladder in strong winds.

## REGULATIONS HAVE CHANGED

OLD STANDARDS		
BS 1129 Class 3 BS 2037 Class 3	EN 131	BS 1129 Class 1 BS 2037 Class 1
DOMESTIC	TRADE/ INDUSTRIAL	INDUSTRIAL
NEW STANDARD		
EN 131		
NON- PROFESSIONAL	PROFESSIONAL	
FOR DOMESTIC USERS ONLY	INTENDED FOR USE IN THE WORKPLACE	

All ladders now have the same Maximum Total Load\* of 150Kg (BS EN 131 is the UK's version of EN 131).

\* Maximum Total Load: the maximum total weight (users and tools) that a ladder is designed to support, when set up in accordance with the manufacturers instructions.



## Optimise equipment inspections with Safetrak

Electronic inspections ensure that inspections are easily planned, generate clear inspection reports and provide a clear audit trail detailing the history of the asset. Safetrak can be utilised for almost any type of equipment, not simply ladders.



## Visual Tagging Solutions

Safety. Maintenance. Identification.

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