For guidance on managing construction health risks go to
www.hse.gov.uk/construction

OPERATOR

1. The following items of personal protective equipment (ppe) should be worn whenever you use this equipment. Particular jobs or environments may require a higher level of protection.
2. Wear sturdy shoes with soles that will not slip on the steps.
3. You may need to wear a safety helmet depending on the nature of the job in hand.
4. Do not climb stepladders if you suffer giddiness off the ground.
5. You must have only one person on the stepladders at any one time.
6. Be careful not to trap your fingers or hand in between the stiles as you fold the stepladders together.

STEPLADDERS

1. Check all your equipment including steps, legs and restraining cords or stays. Do not use anything found damaged – contact the hire company.
2. Always spread the step legs (stiles) out as far as the restraining cords or stays will allow.
3. Do not spread them halfway with the cords or stays slack. The steps will not be sturdy and they could slip when you climb them.
4. Keep children and animals well clear of your steps, do not allow them to climb.
5. Be careful your head will not bump into any suspended lights or anything as you climb the steps.
6. Do not increase the height of your steps by standing them on blocks. Do not put anything on the top step to stand on in order to reach higher.
7. Do not stand on the top step of your stepladder unless a steadying handle at least one metre (3 feet) above the top step is provided. Do not climb any higher than you can safely steady yourself by holding on to the steps.
8. Do not clutter the steps with tools or materials. You may step down onto something and lose your footing.
9. Before starting work, make sure you understand how to set up and use the stepladders safely.

USING THE STEPLADDERS

1. Keep other people, children, and animals well away from where you are working.
2. Do not carry tools or materials up the stepladders. Move them with one hand, in stages if necessary, while standing still and holding on to the stepladders.
3. Do not overreach if your steps do not allow you to get high enough.
4. Do not move your steps to a new location while they are set up. Remove any tools or equipment from the steps or working platform and fold the steps first.
5. Do not leave the steps in position if you are going to leave them unattended. Fold them away for safety and to prevent unauthorized use.
6. When you have finished work, clean the stepladders. Always return the steps to the hire company in a clean condition.
7. If you stepladders are faulty, do not attempt to repair them. Contact the hire company.

Keep this leaflet in a safe place until work is finished as it may need to be referred to again.

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Step Ladders

The rules and procedures in force where people are at work may require the person responsible for this equipment tocarry out a specific risk assessment.

It is important to read all of this leaflet BEFORE you use the Stepladder

1. Check all your equipment including steps, legs and restraining cords or stays. Where appropriate use either a BS EN 131 compliant Professional (Industrial and Trade) or a Non-Professional (domestic) type ladder. Do not use anything found damaged – contact the hire company.
2. Using the stepladders, even to climb only two or three steps, can be dangerous. Always take care.
3. Stepladders are designed to be self-supporting ladders, ranging from small stepstools to large stepladders.
4. Stepladders can be cumbersome when moving or setting up, they can cause injury or damage if not used and moved in a careful and controlled way.
5. If you have not used stepladders before, familiarize yourself with how to set them up before you start on the main task.
6. You may need the following items of personal protective equipment: Strong shoes with non-slip soles; Safety helmet (EN397 or B55240). These stepladders must not be used by minors, or by anyone under the influence of drugs or alcohol.
7. These stepladders are designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using them.

BEFORE STARTING WORK – WORK AREA

1. Make sure that the area is clear and safe and that no-one is near to you or could distract you.
2. Protect other people from danger. Warn others to keep away. Put up warning signs.
3. Make sure the floor area where you place the steps is clear, flat and level.
4. If working outside on soft ground use a large flat board as a suitable base.
5. Check that the stepladders will not obstruct doors or passageways that are in use.
6. Always place your stepladders front-on to the job, do not work sideways off the steps.
7. Check your stepladders are secure and safe to use each time you start to use them.

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