



SLOVENSKI STANDARD
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Lestve – 3. del: Navodila za uporabnike

Ladders - Part 3: User Instructions

Leitern - Teil 3: Benutzerinformation

Echelles - Partie 3: Informations destinées à l'utilisateur

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English Version

Ladders - Part 3: User Instructions

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This European Standard was approved by CEN on 22 March 2007.

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This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN Management Centre has the same status as the official versions.

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Foreword

This document (EN 131-3:2007) has been prepared by Technical Committee CEN/TC 93 "Ladders", the secretariat of which is held by DIN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by November 2007, and conflicting national standards shall be withdrawn at the latest by November 2007.

It is intended that user instructions for loft ladders and ladder accessories be given in the standards for those products.

This European Standard is one of a series about ladders. Other standards of this series are listed in the Bibliography.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

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1 Scope

This European Standard advises on the safe use of ladders covered by the scope of EN 131-1 and fulfilling the requirements of EN 131-1, EN 131-2 and, for single or multiple hinged-joint ladders, EN 131-4 used as standing or leaning ladders.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Not applicable

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1 producer
(a) manufacturer of a product and any other person presenting himself as the manufacturer by affixing to the product his name, trade mark or other distinctive mark, or the person who reconditions the product

(b) other professionals in the supply chain, insofar as their activities may affect the safety properties of a product

3.2 distributor
professional in the supply chain whose activity does not affect the safety properties of a product

3.3 owner
person or company buying or receiving the ladder

NOTE The owner can use the ladder himself, or he can make the ladder available for other users

3.4 user
person using the ladder

3.5 harm
physical injury or damage to health of people or damage to property or the environment

3.6 hazard
potential source of harm

3.7 risk
probable rate of occurrence of a hazard causing harm and the degree of severity of the harm

4 Provision of user instructions

The producer shall be responsible for the content of the user instructions and the provision of the instructions with each ladder.

The distributor should ensure that the user instructions are provided with each ladder.

The ladder owner should ensure that user instructions are available to the user.

The instructions shall be in the language of the country where the ladder is sold.

5 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:
 - 1) incorrect positioning of the ladder (such as incorrect angle for leaning ladder or not fully opening a standing ladder);
 - 2) slide outwards at the bottom (such as bottom of the ladders sliding away from the wall);
 - 3) side slip, falling sideways and top flip (such as overreaching or fragile top contact surface);
 - 4) condition of the ladder (such as missing anti-slip feet);
 - 5) stepping off an unsecured ladder at height;
 - 6) ground conditions (such as unstable soft ground, sloping ground, slippery surfaces or contaminated solid surfaces);
 - 7) adverse weather conditions (such as windy conditions);
 - 8) collision with the ladder (such as vehicle or door);
 - 9) incorrect choice of ladder (such as too short, unsuitable task).
- b) From handling:
 - 1) transferring the ladder to the work position;
 - 2) erecting and dismantling the ladder;
 - 3) carrying items up the ladder.
- c) Slip trip and fall of user:
 - 1) inappropriate footwear;
 - 2) contaminated rungs or steps;
 - 3) unsafe user practices (such as climbing 2 rungs at time, sliding down stiles).
- d) Structural failure of ladder:
 - 1) condition of the ladder (such as damaged stiles, wear);
 - 2) overloading the ladder.
- e) Electrical hazards:
 - 1) unavoidable live working (e. g. fault finding);
 - 2) positioning ladders too close to live electrical equipment (such as overhead power lines);
 - 3) ladders damaging electrical equipment (such as covers or protective insulation);
 - 4) incorrect selection of type of ladder for electrical work.

6 Marking

6.1 Leaning ladders

6.1.1 Pictograms

The basic information that shall be included, as an easily viewed pictogram, marked on all ladders that are designed to be used as leaning ladders is:

- a) read the instructions (example Figure A.1);
- b) maximum load (example Figure A.2);
- c) correct angle of erection (example Figure A.3);
- d) erect on a level base (example Figure A.4);
- e) do not over-reach (example Figure A.5);
- f) ensure ground is free from contaminants (example Figure A.6);
- g) erect on a firm base (example Figure A.7);
- h) ladder extension above landing point (example Figure A.8);
- i) do not step off the side of a ladder (example Figure A.9);
- j) use the ladder the correct way up [only if necessary due to design of ladder] (example Figure A.22).

6.1.2 Correct angle indicator

Each ladder designed to be used as a leaning ladder should have an indicator to show when it is erected at the correct angle.

6.2 Standing ladders

The basic information that shall be included, as an easily viewed pictogram, marked on all ladders that are designed to be used as standing ladders is:

- a) read the instructions (example Figure A.1);
- b) maximum load (example Figure A.2);
- c) erect on a level base (example Figure A.4);
- d) fully opened before use (example Figure A.17);
- e) do not overreach (example Figure A.5);
- f) erect on a firm base (example Figure A.7);
- g) do not step off the side of a ladder (example Figure A.9);
- h) ensure restraint devices are engaged [if fitted] (example Figure A.21).

6.3 Useable rungs or treads

Each ladder designed to be used as a leaning ladder shall be marked to indicate that the top three rungs shall not be used for standing on.

NOTE 1 The marking may be placed on the stile of the ladder or preferably on the first rung or tread not to be used for standing on.

Each ladder designed to be used as a standing ladder shall be marked to indicate the rungs or treads that shall not be used for standing on.

NOTE 2 EU Directive 2001/45/EC requires that a secure handhold and secure support is available to the user at all times.

6.4 Other marking information for all ladders

Each pictogram shall be a minimum size of 15 mm × 15 mm and be of contrasting colour. The choice of pictogram to be used shall be the responsibility of the producer. Examples of pictograms that may be used are given in Annex A.

Additional information may be given in the form of pictogram or text.

The marking shall also include:

- a) identity and address of the producer and/or distributor;
- b) type of ladder (description of the type, number and length of the parts, maximum length of ladder in use);
- c) month and year of production and/or serial number;
- d) indication of inclination for ladders where this is not obvious because of their construction or design;
- e) maximum total load;
- f) maximum number of users allowed on the ladder;
- g) weight of the ladder after production (in kg);
- h) insulation, if any.

7 User instructions

7.1 General

Basic instruction shall be supplied with each ladder to which they relate and shall be in the language of the country where the ladder is sold. Instructions shall be written in text that may be accompanied by diagrams or graphics. If the instructions are supplied separate to the ladder then the information from 6.1 or 6.2 shall be repeated.

The producer shall make available the list of items to be inspected and checked along with the pass/fail criteria. Details of how to obtain the list shall be in the user instructions or marked on the ladder. Instructions can also be provided on the manufacturer's website.

The following are the minimum user instructions that shall accompany the ladder.

7.2 Before use

- a) ensure that you are fit enough to use a ladder. Certain medical conditions or medication, alcohol or drug abuse could make ladder use unsafe;
- b) when transporting ladders on roof bars or in a truck, ensure they are suitably placed to prevent damage;
- c) inspect the ladder after delivery and before first use to confirm condition and operation of all parts;
- d) 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;
- e) for professional users regular periodic inspection is required;
- f) ensure the ladder is suitable for the task;
- g) do not use a damaged ladder;
- h) remove any contamination from the ladder, such as wet paint, mud, oil or snow;
- i) before using a ladder at work a risk assessment should be carried out respecting the legislation in the country of use.

7.3 Positioning and erecting the ladder

- a) 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;
- b) locking devices, if fitted, shall be fully secured before use;
- c) ladder shall be on an even, level and unmoveable base;
- d) leaning ladder should lean against a flat non-fragile surface and should be secured before use, e.g. tied or use of a suitable stability device;
- e) ladder shall never be repositioned from above;
- f) 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;
- g) identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment;
- h) ladder shall be stood on its feet, not the rungs or steps;
- i) 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.

7.4 Using the ladder

- a) do not exceed the maximum total load for the type of ladder;
- b) do not overreach; user should keep their belt buckle (navel) inside the stiles and both feet on the same step/rung throughout the task;
- c) do not step off a leaning ladder at a higher level without additional security, such as tying off or use of a suitable stability device;
- d) do not use standing ladders for access to another level;
- e) do not stand on the top three steps/rungs of a leaning ladder;
- f) do not stand on the top two steps/rungs of a standing ladder without a platform and hand/knee rail;
- g) do not stand on the top four steps/rungs of a standing ladder with an extending ladder at the top;
- h) ladders should only be used for light work of short duration;
- i) use non-conductive ladders for unavoidable live electrical work;
- j) do not use the ladder outside in adverse weather conditions, such as strong wind;
- k) take precautions against children playing on the ladder;
- l) secure doors (not fire exits) and windows where possible in the work area;
- m) face the ladder when ascending and descending;
- n) keep a secure grip on the ladder when ascending and descending;
- o) do not use the ladder as a bridge;
- p) wear suitable footwear when climbing a ladder;
- q) avoid excessive side loadings e.g. drilling brick and concrete;
- r) do not spend long periods on a ladder without regular breaks (tiredness is a risk);
- s) leaning ladders used for access to a higher level should be extended at least 1 m above the landing point;
- t) equipment carried while using a ladder should be light and easy to handle;
- u) avoid work that imposes a sideways load on standing ladders, such as side-on drilling through solid materials (e.g. brick or concrete);
- v) maintain a handhold whilst working from a ladder or take additional safety precautions if you cannot.

7.5 Repair, maintenance and storage

Repairs and maintenance shall be carried out by a competent person and be in accordance with the producer's instructions.

Ladders should be stored in accordance with the producer's instructions.