

*Recommendations for their safe use in conjunction with the appropriate publications below.*

- Carry out regular inspections of the installation to check the following points:
- That the unit is free from mechanical damage or distortion of the component parts.
- That the unit is held positively by its retaining fixings, which are firmly in place and not corroded.
- That when the unit is fully lowered the feet rest evenly on a firm base with the treads near horizontal.
- That the handrails remain firmly attached to the stiles of the unit.
- That the access area is clean and not obstructed.
- That the treads, stiles and handrails are clean and free from grease, mud, etc.
- That the exit area is clean and not obstructed.
- That the bolts or latches if present are lubricated and operate correctly.
- That the counterbalance weights, if present, slide smoothly
- That the unit raises and lowers smoothly.
- That all labels remain in place and legible.
- That regular fire drills are carried out so that any persons involved are familiar with all routines.
- That those persons doing fire drills are wearing suitable footwear, which is in good condition.
- That the unit is not used as a short cut, but only for its intended purpose.
- That the unit is not used by persons carrying anything, which does not leave both hands free.
- That users are guided onto the unit.

### **HSE Publications**

- Management of health and safety at work 1992, Code of Practice, L21: ISBN 0 7176 0412 8
- Workplace health, safety and welfare 1992, Code of Practice & guidance: ISBN 0 7176 0413 6
- Managing construction for health and safety 1994, Code of Practice, L54: ISBN 0 7176 0792 5
- Safe erection of structures 1985 site management & procedures, GS28/2: ISBN 0 11 883605 6
- Safe erection of structures 1986, working places & access, GS28/3: ISBN 0 11 883530 0
- Health and Safety in roof work 1988, HSG33: ISBN 0 7176 1425 5
- Health and Safety in Construction 1996, HSG150: ISBN 0 7176 1143 4
- General access scaffolds and ladders 1997, Information Sheet, CIS49
- Tower Scaffolds 1997, Information Sheet, CIS10

<http://www.hse.gov.uk>

HSE Books, PO Box 1999, SUDBURY, Suffolk, CO10 2WA  
Tel: 01787 881 165 - Fax: 01787 313 995.

### **Other Publications:**

- The Ladder Users Handbook, 1995, DTI, 1531/550K/3.95/NP: URN 95/577
- Ladders: Specification for requirements, testing, marking, 1993: BS EN 131-2
- Portable aluminium ladders, trestles and lightweight staging, 1994: BS 2037