

*Ladders • Stepladders • Combination Ladders  
Telescopic Ladders • Multipurpose Ladders • Work Platforms*

# ***Instructions for assembly and use***

*In accordance with EN 131- 3: 2007 (D)*





## 1. Introduction

## 2. User information

*In accordance with EN 131- 3: 2007 (D)*

- a) Before using the ladder
- b) Setting up the ladder
- c) Using the ladder
- d) Repairs, maintenance and storage

## 2.1 General Points

- a) Inspecting the ladder
- b) Causes of accidents

## 3. Ladders

- a) Pictogram
- b) Standing on the ladder
- c) Assembly of extension ladder
- d) Assembly of rope-operated ladder

## 4. Stepladders

- a) Pictogram
- b) Standing on the ladder
- c) Assembly of mobile stepladder
- d) Functionality of ladder wheels

## 5. Combination Ladders

- a) Pictogram
- b) Standing on the ladder
- c) Assembly in the  $\Lambda$ -position
- d) Suspension devices
- e) Base stabiliser

## 6. Telescopic Ladders

- a) Pictogram
- b) Standing on the ladder
- c) Hinges
- d) Telescopic components

## 7. Multipurpose Ladders

- a) Pictogram
- b) Standing on the ladder
- c) Multipurpose ladder as work platform
- d) Hinges
- e) Base stabiliser

## 8. Work Platforms

- a) Pictogram
- b) Standing on the ladder
- c) Working height
- d) Platform
- e) Base stabiliser

## 1. Introduction

These instructions for assembly and use cover the assembly, adjustment and disassembly of ladders.

Should you have questions on special applications, please contact us as manufacturer or your local specialised dealer.

Only original parts should be used in assembly.

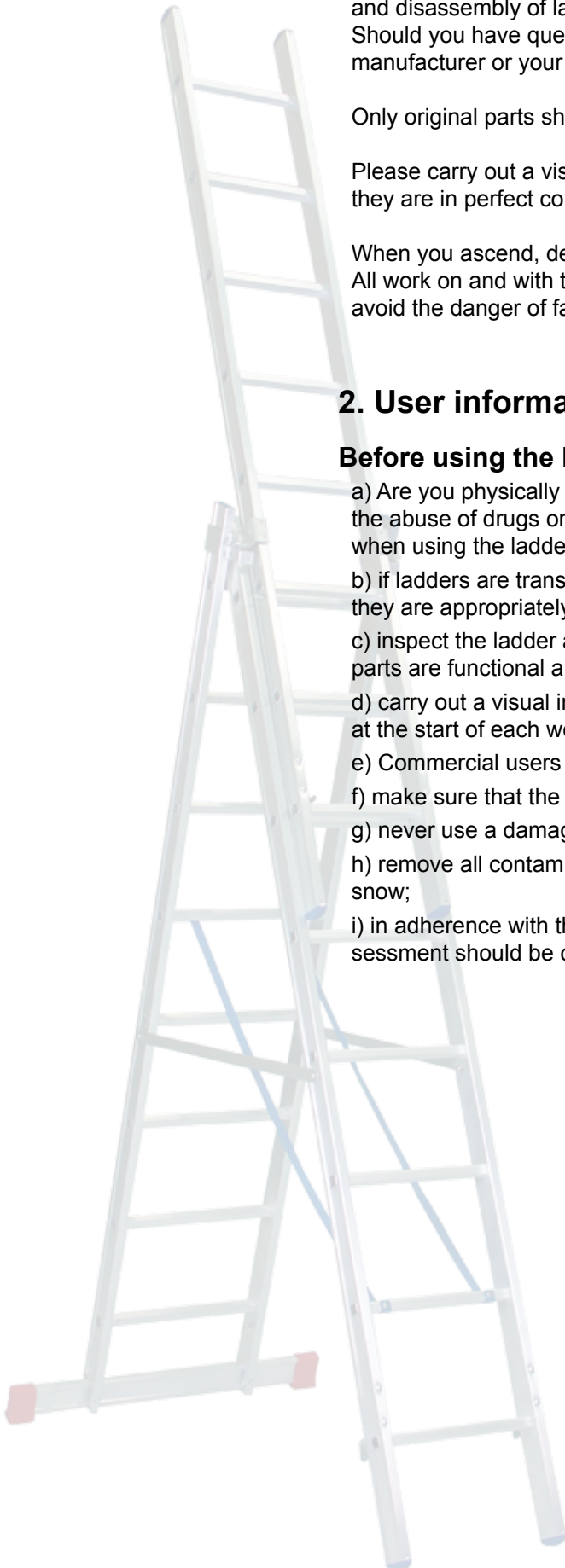
Please carry out a visual inspection of all parts before assembly to ensure they are in perfect condition. Damaged components should not be used.

When you ascend, descend and use ladders there is a danger of falling. All work on and with the ladder should be carried out in such a way as to avoid the danger of falling.

## 2. User information *in accordance with EN 131-3: 2007 (D)*

### Before using the ladder

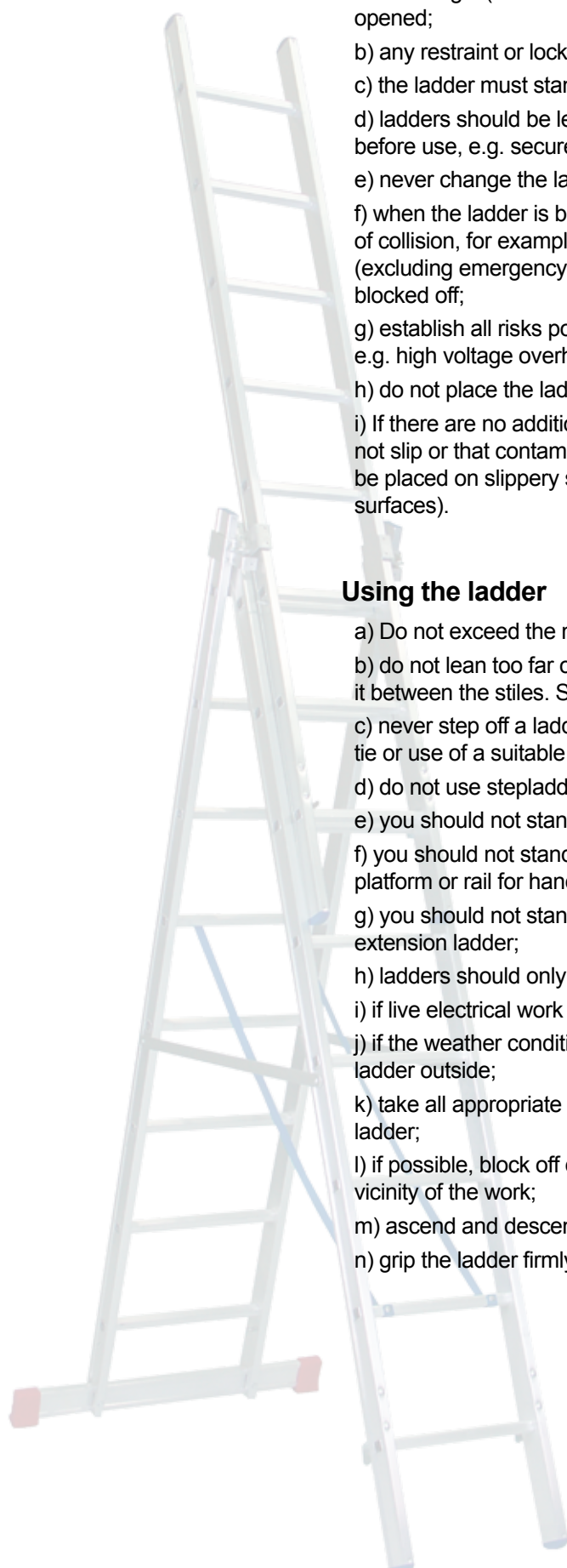
- a) Are you physically capable of using the ladder? Certain health problems, the abuse of drugs or alcohol and taking medicine can pose a safety risk when using the ladder;
- b) if ladders are transported on roof racks or in HGVs, please ensure that they are appropriately fastened/attached in order to avoid damage;
- c) inspect the ladder after delivery and before use to make sure that all parts are functional and in proper working condition;
- d) carry out a visual inspection of the ladder for damage and visible wear at the start of each working day on which the ladder is to be used.
- e) Commercial users must carry out regular inspections of the ladders;
- f) make sure that the ladder is suitable for its intended use;
- g) never use a damaged ladder;
- h) remove all contamination from the ladder, e.g. oil, dirt, wet paint or snow;
- i) in adherence with the legal regulations in the country of use, a risk assessment should be carried out before a ladder is used in the workplace.





## 2. User information *in accordance with EN 131- 3: 2007 (D)*

### Aufstellen der Leiter

- 
- a) The ladder must be placed in the correct position, e.g. for ladders at the correct angle (c. 65° - 75°), rungs or treads horizontal and stepladders fully opened;
  - b) any restraint or locking devices must be completely engaged before use;
  - c) the ladder must stand on a flat, horizontal and immobile surface;
  - d) ladders should be leaned against a flat, solid surface and be fixed in place before use, e.g. secured or with a suitable device for ensuring its stability;
  - e) never change the ladder's position while standing on it;
  - f) when the ladder is being moved into position, you should try to avoid the risk of collision, for example with vehicles, pedestrians or doors. If possible, doors (excluding emergency exits) and windows in the vicinity of the work should be blocked off;
  - g) establish all risks posed by electrical equipment in the vicinity of the work, e.g. high voltage overhead power lines or other exposed electrical equipment;
  - h) do not place the ladder on its rungs or steps. It must be positioned on its feet.
  - i) If there are no additional measures in place to ensure that the ladder does not slip or that contaminated areas are sufficiently clean, the ladders may not be placed on slippery surfaces (e.g. ice, polished surfaces or clearly dirty solid surfaces).

### Using the ladder

- a) Do not exceed the maximum load capacity for the type of ladder in question;
- b) do not lean too far out: users should stand straight facing the ladder and hold it between the stiles. Stand with both feet on the same rung;
- c) never step off a ladder from a height without additional safety fastenings, e.g. tie or use of a suitable device to ensure the ladder's stability;
- d) do not use stepladders to climb up to another level;
- e) you should not stand on the top three rungs/steps of a ladder;
- f) you should not stand on the top two rungs/steps of a stepladder without a platform or rail for hands/knees;
- g) you should not stand on the top four rungs/steps of a stepladder with an extension ladder;
- h) ladders should only be used for light work of a short duration;
- i) if live electrical work is unavoidable, use a non-conductive ladder;
- j) if the weather conditions are unfavourable, e.g. strong wind, do not use the ladder outside;
- k) take all appropriate measures to ensure that children do not play on the ladder;
- l) if possible, block off doors (excluding emergency exits) and windows in the vicinity of the work;
- m) ascend and descend with your face towards the ladder
- n) grip the ladder firmly when ascending and descending;

## 2. User information *in accordance with EN 131- 3: 2007 (D)*

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- o) Do not use the ladder as a bridge;
- p) wear suitable footwear to ascend the ladder;
- q) avoid excessive side loading, for example when drilling into concrete or brickwork;
- r) do not remain on the ladder for too long without regular breaks (tiredness is dangerous);
- s) for access to greater heights, ladders should be extended at least 1 m beyond the landing point;
- t) objects which you are to take up the ladder with you should be easy to carry;
- u) avoid work which leads to side loading for stepladders, e.g. side drilling through solid materials (e.g. brickwork or concrete);
- v) when working on a ladder, grip it with one hand or, if this is not possible, put additional safety measures in place.

### **Repair, maintenance and storage**

Maintenance work and repairs to the ladder should be carried out by a competent person. In case of doubt, the ladders should be repaired by the manufacturer.

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



### a) Inspecting the ladder

In addition to a visual inspection each working day, the Berufsgenossenschaft [health and safety body] requires that the ladder be regularly inspected and this inspection documented. The inspection should be carried out by a competent person.

### b) Causes of accidents

Below is a list, however not an exhaustive one, of typical dangers and examples of common causes of accidents in the use of ladders on which the user information in these rules was based:

#### Handling:

- Placing the ladder in the position for use;
- assembly and disassembly of the ladder;
- carrying objects when climbing the ladder.

#### Users slipping, stumbling or falling:

- Inappropriate footwear;
- dirty rungs or steps;
- careless behaviour on the part of the user (e.g. climbing 2 steps at a time, sliding down the stiles).

#### Loss of stability:

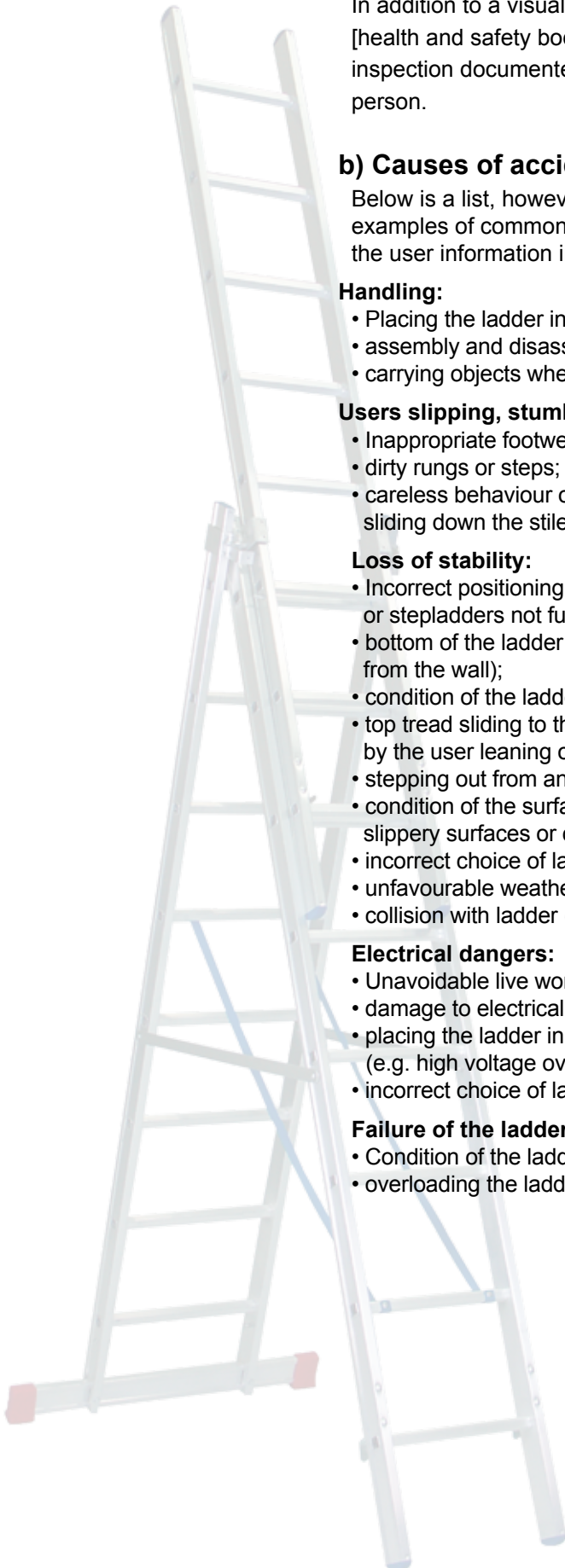
- Incorrect positioning of the ladder (e.g. incorrect angle in the case of ladders, or stepladders not fully opened);
- bottom of the ladder sliding outwards (e.g. bottom of the ladder slipping away from the wall);
- condition of the ladder (no anti-slip feet);
- top tread sliding to the side, unfastening at the side and tilting up (e.g. caused by the user leaning out too far or insufficient hold on the top tread);
- stepping out from an unsecured ladder at a height;
- condition of the surface underneath (e.g. instable, soft ground, sloping ground, slippery surfaces or contaminated solid surfaces);
- incorrect choice of ladder (e.g. ladder too short; inappropriate use).
- unfavourable weather conditions (e.g. wind);
- collision with ladder (e.g. vehicle, door);

#### Electrical dangers:

- Unavoidable live work (e.g. locating faults);
- damage to electrical equipment by ladders (e.g. covers or protective insulation);
- placing the ladder in the immediate vicinity of live electrical equipment (e.g. high voltage overhead power lines);
- incorrect choice of ladder type for electrical work.

#### Failure of the ladder:

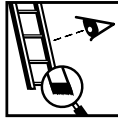
- Condition of the ladder (e.g. damaged stiles, wear and tear);
- overloading the ladder.



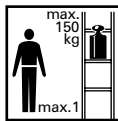
### a) Pictogram



Read the instructions



Visual inspection of the ladder before use, check the feet of the ladder



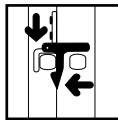
Maximum number of users on the ladder, maximum load



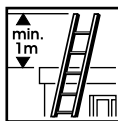
Correct tilt angle



Secure upper and lower ends of the ladder



Ensure that the hooks have clicked into place



Ladder protrusion above the laying point



Objects that are carried when climbing the ladder, should neither be heavy nor bulky



Erect on an even surface



Remove surface irregularities

### 3. Ladders

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Erect on solid ground



Ensure a correct positioning of the upper end of the ladder



Avoid leaning sideways while on the ladder



Dismounting the ladder sideways is not permitted



For lean-to ladders, the 4th rung from the top should be the last climbing step



Climb up and down facing the ladder



The ladder should not be used as a bridging device



The ladder should neither be used as a working platform nor as a stepladder



When transporting the ladder, beware of risks posed by overhead power cables



### b) Standing on the ladder

Do not stand on the top three rungs/steps.

b



### c) Extension ladder assembly

Take care to ensure that the suspension devices are properly engaged before using the ladder.



c

### d) Rope-operated ladder assembly

There is a danger of injury when extending the upper section of ladder. As the control device on the stile slides along the lower section of ladder, the ladder should only be held by the rungs of the extension and by the rope.



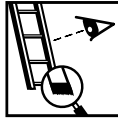
d

## 4. Standing Ladders

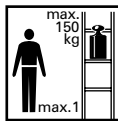
### a) Pictogram



Read the instructions



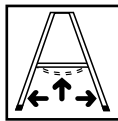
Visual inspection of the ladder before use, check the feet of the ladder



Maximum number of users on the ladder, maximum load



Secure upper and lower ends of the ladder



Before use, ensure that the stepladder is in a fully open position



Do not climb onto the upper two steps/rungs of the stepladder



Erect on an even surface



Objects that are carried when climbing the ladder should neither be heavy nor bulky



Erect on solid ground



Remove surface irregularities

## 4. Standing Ladders

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Avoid leaning sideways while on the ladder



Dismounting the ladder sideways is not permitted



The ladder should not be used as a bridging device



Climb up and down facing the ladder



When transporting the ladder, beware of risks posed by overhead power cables



The ladder should neither be used as a working platform nor as a stepladder

## 4. Standing Ladders

### b) Standing on the ladder

Do not stand on the top two rungs/steps.



### c) Assembly of mobile stepladder

The brace must be engaged before use.



### d) Functionality of ladder wheels

Check before use. The wheels must retract under loads.

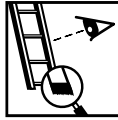


## 5. Combination ladders

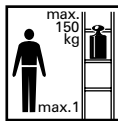
### a) Pictogram



Read the instructions



Visual inspection of the ladder before use, check the feet of the ladder



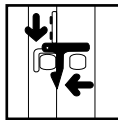
Maximum number of users on the ladder, maximum load



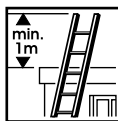
Correct tilt angle



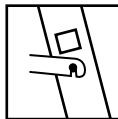
Secure upper and lower ends of the ladder



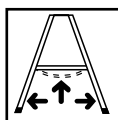
Ensure that the hooks have clicked into place



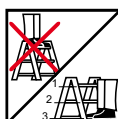
Ladder protrusion above the laying point



Ensure that the supports have clicked into place correctly



Before use, please ensure that the step ladder is in a fully open position



Do not climb above the top two steps/rungs of the stepladder



## 5. Combination ladders



Erect on an even surface



Objects that are carried when climbing the ladder should neither be heavy nor bulky



Erect on solid ground



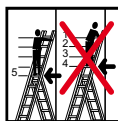
Remove surface irregularities



Avoid a leaning sideways while on the ladder



Ensure that the upper end of the ladder has been positioned correctly



When using the ladder in a **A**-position, the 5th last rung from the top should be the last climbing step



When using the ladder as a lean-to ladder, the 4th last rung from the top should be the last climbing step



The ladder should not be used as a bridging device



Climb up and down facing the ladder

## 5. Combination ladders

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When transporting the ladder, beware of risks posed by overhead power cables



The ladder should neither be used as a working platform nor as a stepladder



Dismounting the ladder sideways is not permitted

## 5. Combination ladders

### b) Standing on the ladder

Do not stand on the top four rungs.



### c) Assembly in the $\lambda$ -position

Any braces must be attached before use.



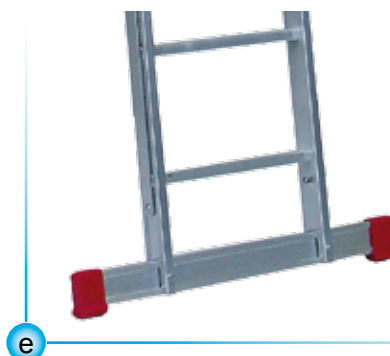
### d) Suspension device

Ensure that the suspension devices are properly engaged before using the ladder.



### e) Base stabiliser

Make sure that this is securely in place before use!

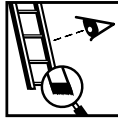


## 6. Telescopic ladders

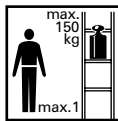
### a) Pictogram



Read the instructions



Visual inspection of the ladder before use, check the feet of the ladder



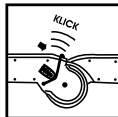
Maximum number of users on the ladder, maximum load



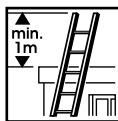
Correct tilt angle



Secure upper and lower ends of the ladder



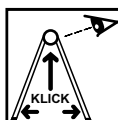
Ensure that the articulations have clicked together correctly



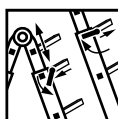
Ladder protrusion above the laying point



When using as a stepladder, the complete ladder must be used rather than just the outer or inner part!



Before use, please ensure that the step ladder is in a fully open position (articulations must be clicked into place)



In order to adjust the telescopic external components, unlock the telescopic handle, adjust to the desired height and click the telescopic handle back into place before use

## 6. Telescopic ladders

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Secure the upper and lower ends of the ladder



Objects that are carried when climbing the ladder should neither be heavy nor bulky



Erect on solid ground



Remove surface irregularities



Avoid leaning sideways while on the ladder



Ensure that the upper end of the ladder has been positioned correctly



Do not climb above the top two steps/rungs of the stepladder



Dismounting the ladder sideways is not permitted



The ladder should not be used as a bridging device



Climb up and down facing the ladder



## 6. Telescopic ladders

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When transporting the ladder, beware of risks posed by overhead power cables



When using the ladder as a lean-to ladder, the 4th last rung from the top should be the last climbing step

## 6. Telescopic ladders

### b) Standing on the ladder

When using as a **ladder** (see illustration), you should not stand on the top three rungs.

When using as a **stepladder**, you should not stand on the top two rungs.



### c) Hinges

Attention: only use ladders when both hinged sections are engaged.

Description of hinge function

Loose (O)



Locked in place (C)



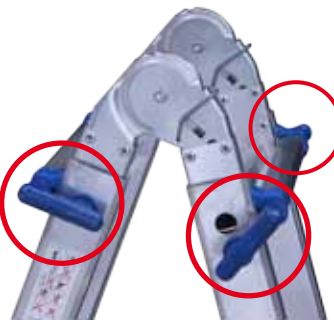
c

### d) Telescopic elements

Warning: only use ladders when all telescopic elements are locked in place.

To adjust the external parts of the telescopic element, release the telescopic grips. Set the required height (through pushing it) and lock the telescopic grips back into place before use.

Locked  
in place



Loose

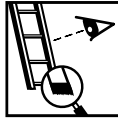
d

## 7. Multipurpose ladders

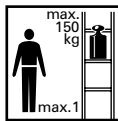
### a) Pictogram



Read the instructions



Visual inspection of the ladder before use, check the feet of the ladder



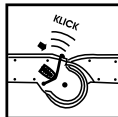
Maximum number of users on the ladder, maximum load



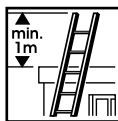
Correct tilt angle



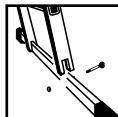
Secure the upper and lower ends of the ladder



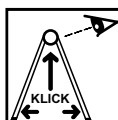
Ensure that the articulations have clicked into place correctly



Ladder protrusion above the laying point



Only use the ladder with two mounted stabilisers



Before use, ensure that the stepladder is in a fully open position



When using as a working platform: maximum load 120kg

## 7. Multipurpose ladders



Erect on an even surface



Objects that are carried when climbing the ladder should neither be heavy nor bulky



Erect on solid ground



Remove surface irregularities



Avoid leaning sideways while on the ladder



Ensure that the upper end of the ladder has been positioned correctly



Do not climb above the last two steps/rungs of the stepladder



Dismounting the ladder sideways is not permitted



The ladder should not be used as a bridging device



Climb up and down facing the ladder

## 7. Multipurpose ladders

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When transporting the ladder, beware of risks posed by overhead power cables



When using the ladder as a lean-to ladder, the 4th rung from the top should be the last climbing step



Do not use or put strain on the upper part of lean-to ladders



## 7. Multipurpose ladders

### Standing on the ladder

Bei When using as a **ladder** (see illustration), you should not stand on the top three rungs.

When using as a **stepladder**, you should not stand on the top two rungs.



### c) Using multipurpose ladders as work platforms

Multipurpose ladders used as work platforms should not be used at a height of greater than **1m**. Suitable platforms must be used when using as work platform.



### d) Hinges

Only use ladders once all articulations have clicked into place correctly



### e) Base stabiliser

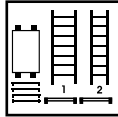
When used, ensure it is securely in place.



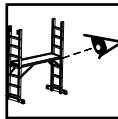
### a) Pictogram



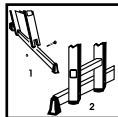
Read the instructions



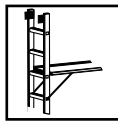
Check components



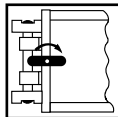
Visual inspection of the working platform before use



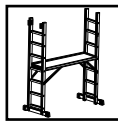
Ensure that the stabilisers are in a fixed position



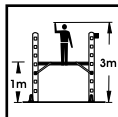
Ensure that reinforcing struts are firmly fastened



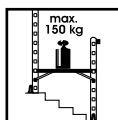
Ensure that the anti-derail device is in a locked position



Erect on an even surface



Maximum platform height



Maximum load

## 8. Work platforms

### b) Standing on the platform

When using as a ladder, do not stand on the top three rungs.



### c) Do not place the platform higher than 1 m



### d) Platform

Only use platform when the brace and anti-tilt devices are engaged



### e) Base stabiliser

Ensure it is securely in place before use!



### \*ATTENTION:

When used as a leaning extension ladder, the cross-beam must be removed from the upper section of the ladder!



## **Address and contact details:**

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94437 Mamming-Rosenau  
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Fax: +49 (0)9955/9309-50  
E-mail: [info@leitern-ernst.de](mailto:info@leitern-ernst.de)  
[www.leitern-ernst.de](http://www.leitern-ernst.de)