

# INSTRUCTIONS FOR USE

## SAFETY STEPLADDERS

**Hailo**

### 1. INTRODUCTION

These instructions for use describe how to use Hailo stepladders safely.

They contain important safety instructions. Please read these thoroughly and observe the safety instructions in particular before using the stepladder.

Please keep this instruction sheet!

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### 2. APPROVED USE

This stepladder is intended for use for working at height on jobs of short duration.

Stepladders are mobile aids which can be used in different locations.

Stepladders should only be used for light jobs which take a short time. Do not stand on the stepladder for a prolonged period or without taking a break – tiredness can affect your safety.

### 3. INSTRUCTIONS FOR USING THE STEPLADDER

There is an inherent risk of falling when using stepladders. Whenever you work on or with this stepladder, ensure that your risk of falling is kept to an absolute minimum.

There is also a risk that the stepladder might tip over while you are using it. If the stepladder tips over, this can cause injury to people and damage to property. Whenever you work on or with this stepladder, ensure that the risk of it tipping over is kept to an absolute minimum.

#### Using the stepladder for DOMESTIC jobs (i.e. household use):

The user must first ensure that the stepladder is suitable for the intended purpose. Any parts which are not fitted to the stepladder must be attached before use.

#### Using the stepladder for COMMERCIAL jobs (i.e. professional use):

If the stepladder is used for commercial jobs, it needs to be inspected regularly by persons authorised to do so in accordance with German occupational health and safety legislation [Betriebsicherheitsverordnung].


The contractor must make sure that recurrent visual and function inspections are carried out on stepladders to ensure that they are in good working order. The type, scope and intervals of the required inspections are to be laid down.


The intervals for inspection are based on operational conditions, in particular the frequency of use, stress during use and the frequency and severity of any defects identified during previous inspections.


The contractor also has to ensure that damaged stepladders are withdrawn from service and stored in such a way that any further use is impossible before they are repaired or scrapped.


## SAFETY INSTRUCTIONS FOR USING THE STEPLADDER

### 4. PREPARATION


 These instructions must be observed. For more information on stepladders, please visit our website.


 Check the condition and functionality of the stepladder and ladder parts before using it for the first time.

 The stepladder must be in sound condition. If the ladder or its parts are damaged, do not use it.


 Wear suitable footwear when using the stepladder.


 Check the ladder feet and contact surface.


 Remove all forms of contamination from the ladder, e.g. wet paint, dirt, oil and snow.


 It is forbidden to use the stepladder if you have consumed alcohol, drugs or strong medication.


### 5. SETTING UP


 Visually inspect the stepladder for any signs of damage and make sure it is safe to use at the start of every day that the ladder will be used.


 Make sure both ladder sections are fully opened and secured. Always ensure it is in the correct position.

 The stepladder may only be used on firm, flat and stable ground. Do not use the stepladder on a sloping surface and do not allow it to lean to the side.

 Do not use the stepladder on an uneven surface (e.g. unsurfaced ground).

 Wherever possible, secure doors (but not emergency exits) and windows where you are working.


 When using the ladder (i.e. carrying it and setting it up), look out for electrical equipment (e.g. overhead power lines).


 Avoid contaminating the surface of the ground to prevent any risk of slipping.


 Do not use the stepladder on stairs.


### 6. USE

 Do not exceed the maximum permitted load of 330 lbs.

 Children are not allowed to use the stepladder. Take precautionary measures to ensure that children cannot play on the ladder.

 The stepladder must not be used as a lean-to ladder when folded up.

 Only one person is allowed on the ladder and/or section of ladder.

 Do not lean out too far. Do not reach out excessively to the side (e.g. when drilling in masonry).

 Double-sided stepladder: Do not climb onto the top two rungs. The ladder is not guaranteed to provide sufficient support in this position.

 Do not use the stepladder outside in adverse weather conditions (e.g. strong wind, icy conditions, packed snow).

### 7. TRANSPORT

Secure the stepladder firmly when transporting it (e.g. on a roof rack or in the vehicle) to prevent any damage from occurring.

### 8. CARE AND STORAGE

Any visible soiling on the stepladder – and in particular on any moving parts – must be cleaned off immediately after use.

Only use commercially available, water-soluble cleaners. Do not use aggressive or abrasive cleaners.

The stepladder must be stored where it will not be damaged and all components must be protected from the weather.

### 9. DISPOSAL

When the stepladder is scrapped, it is to be disposed of in accordance with current regulations.

The stepladder must not be put in the household waste.

Separate all components including packaging.

Aluminium is a highly valuable metal and can be returned for further recycling.

For detailed information, please contact your local authority.

### 10. PRODUCT INFORMATION

For further information, please visit: [www.hailo.us](http://www.hailo.us)

- Product advice
- Ladder configurator: [www.hailo.de/konfigurator](http://www.hailo.de/konfigurator)
- Technical data



### 11. STEPLADDER CHECKLIST

Users are at risk of falling if ladder sections are damaged, defective or unfit for purpose; This can also result in the ladder tipping over when in use. Users may suffer serious injury in the event of a fall. Property may be damaged if the ladder tips over.



Information on your stepladder	Inspection no. / Date / Inspected by / Signature								
Item no.									
<b>Stepladder inspection report</b>									
<b>Result of inspection:</b>									
<b>A</b> Stepladder is in good working order/fit for use									
<b>B</b> Needs to be repaired									
<b>C</b> Stepladder is unfit for use/is to be scrapped									
<b>D</b> Repair/disposal completed									
<b>01 Stepladder stile</b> Bent? Buckled? Cracked? Damaged?									
<b>02 Steps/step ends</b> Bent? Buckled? Cracked? Damaged? Securely attached to stile?									
<b>03 Stile joint/hinge</b> Functionality? Operates smoothly? Loose fit? Worn? Damaged? Joint protection?									
<b>04 Platform/folding mechanism</b> Bent? Unsafe? Loose fit?									
<b>05 Spreader braces/tensioner</b> Attached to stile? Functionality? Damaged?									
<b>06 Ladder foot</b> Slip resistance? Damaged? Loose fit? Profile?									
<b>07 Tray/Rail</b> Attached to stile? Damaged?									
<b>08 Ladder markings</b> Stickers still attached? Legible?									

