

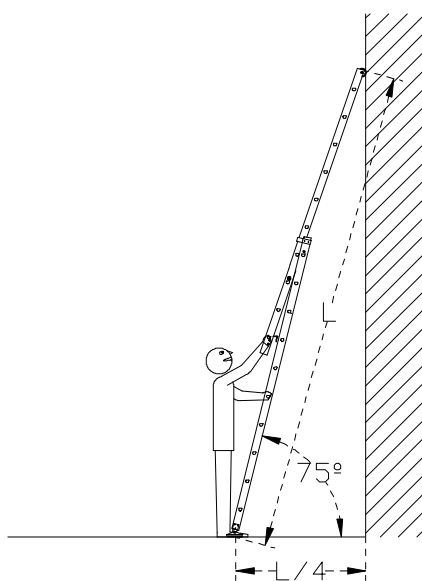
## INSTRUCTIONS FOR THE USE OF PORTABLE LADDERS

### 1. PRIOR TO USE

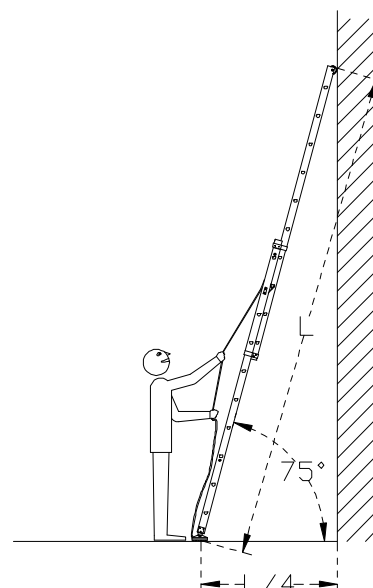
- 1.1. Make sure that you are in a condition to use a ladder. Certain medical conditions or medications, as well as alcohol and drug abuse may make using a ladder unsafe.
- 1.2. Make sure that the ladder is correctly positioned when transporting it on the roof rack of a car or in a truck.
- 1.3. Inspect the ladder after receiving it and before it is used for the first time to ensure the condition and operational efficiency of all its parts.
- 1.4. Before the ladder's daily use, make sure the ladder is undamaged and safe to use by performing a visual inspection. For freestanding ladders, make sure that the anti-opening belt or chain is in good condition.
- 1.5. Periodic inspections are required for professional users.
- 1.6. Make sure that the ladder is appropriate for the task.
- 1.7. Do not use damaged ladders.
- 1.8. Remove any contaminant from the ladder, such as wet paint, mud, oil or snow.
- 1.9. It is necessary to evaluate the hazards before using the ladder for work, according to the current legislation in the country where the ladder is being used.

### 2. LADDER PLACEMENT AND RAISING THE LADDER

- 2.1. The ladder must be raised in the correct position:
  - Completely open, if it is a freestanding ladder.
  - At a 75° angle to the ground, if it is a supported ladder.
  - Extension ladders must be folded and unfolded from the side the ladder is climbed. Do not stand in the danger area where the ladder might collapse or fall when being handled.



MANUAL EXTENSION



ROPE EXTENSION

- 2.2. The locking mechanisms, if any, must be completely secured before use.  
For rope extension ladders, the locking system patented by Escaleras Arizona S.L. is used in the following manner:
  - UNFOLDED: Once you reach the required height, allow the top section to fall, bringing the rope close to the ladder, until the rung closest to the locking cams sets in place.
  - FOLDED: To put away the section, pull gently on the rope until unlocking the cam and separating the rope from the ladder. Allow it to slide slowly until it locks in the desired position.
- 2.3. The ladder must be placed on a flat, immovable base.  
In the event you are not working on a flat surface using a ladder with legs with adjustable height, you must secure the ladder's leveling systems before use.  
In the case of freestanding ladders, all four legs must provide stable support.
- 2.4. Supported ladders must be rested on a flat, sturdy surface and must be secured before use.  
A folded freestanding ladder must not be used as if it were a supported ladder.
- 2.5. The ladder must never be repositioned from the top.
- 2.6. When setting up the ladder, keep in mind the danger of collision with other objects, such as pedestrians, vehicles and doors. Secure all doors (unless they are fire doors) and windows in the work area.
- 2.7. Identify any electrical hazards in the work area, such as aerial lines or other exposed electrical equipment.
- 2.8. The ladder must be supported by its own legs, not by its rungs or steps, except in cases where the ladder has height-adjustable legs.
- 2.9. Ladders may not be placed on slippery surfaces (such as ice, polished floors or those covered by contaminants). If this is unavoidable, additional measures must be taken to prevent it from sliding or clean up the contaminated surfaces.

### 3. USING THE LADDER

- 3.1. Do not exceed a maximum total load of 150 Kg.
- 3.2. Do not reach beyond the ladder. The user must keep his waist between the side rails and both feet on the same rung while working.
- 3.3. Do not get off a supported ladder onto a higher level without additional safety measures, such as some sort of a tethering system or the use of a system to improve its stability.
- 3.4. Do not use a freestanding ladder as a means to access other levels.
- 3.5. Do not stand on the three top rungs of a supported ladder.
- 3.6. Do not stand on the two top rungs of a freestanding ladder not equipped with a platform and a railing.
- 3.7. Do not stand on the top four rungs of a freestanding ladder with an extendable top section.
- 3.8. Ladders must only be used for light work over short periods of time.
- 3.9. Use non-conductive ladders for unavoidable work involving electrical voltages.
- 3.10. Do not use a ladder outdoors in bad weather conditions, such as strong winds.
- 3.11. Take precautions against children playing on ladders.
- 3.12. Secure doors (but not emergency exits) and windows in the work area.
- 3.13. Climb and descend the ladder while facing it.
- 3.14. Keep a good grip on the ladder when climbing and descending.
- 3.15. Do not use a ladder as a bridge.
- 3.16. Wear appropriate footwear to climb the ladder.
- 3.17. Avoid excessive lateral loads, such as those that may occur when drilling a wall.
- 3.18. Do not stand on the ladder for long periods of time without regular breaks (tiredness represents a hazard).
- 3.19. Supported ladders used as an access to a higher level must extend at least 1 meter above the level being accessed.
- 3.20. Any equipment carried while using a ladder must be lightweight and easy to handle.
- 3.21. Avoid work that necessarily involves lateral loads on freestanding ladders, such as drilling holes beside the ladder into solid materials.

- 3.22. Keep a firm grasp even while working from the ladder, or take additional precautions when this is not possible.

#### 4. REPAIRS, MAINTENANCE AND STORAGE

- 4.1. Repairs and maintenance must be performed by qualified personnel according to the instructions provided by Escaleras Arizona S.L.
- 4.2. Ladders must be stored in a vertical position on their legs, and resting against a wall. If stored horizontally, the ladder must be firmly placed on a support surface.

The following are the **regulations that apply to** portable ladders:

- NTP 239/1989, from the National Institute of Workplace Safety and Hygiene.
- Royal Decree 2177/2004, from 12 November, which modifies RD 1215/1997, from 18 July, establishing the minimum health and safety provisions for the use of work equipment by employees, with regards to temporary work at heights.

**Escaleras Arizona, S.L. meets the requirements of standard UNE- EN 131**

**Dept. of Quality Control  
Escaleras Arizona, S.L.**