

## RULES FOR USING LADDERS

Below are the **MANDATORY RULES** for use, transport, storage and maintenance of ladders by IFEMA employees or any other persons at the Exhibition Centre.

### 1. DESCRIPTION, TYPES AND MATERIALS

The definition of ladders includes portable work equipment made up of two parallel or convergent parts connected at intervals by crossbars and that are used by persons to move from one height to another, as well as to carry out light work from the same. Ladders can be **stepladders**, or **extendable ladders**, made from **wood**, **steel**, **aluminium** or **synthetic fibres**.

### 2. SAFETY HAZARDS:

- **Fall from heights** due to movement of the upper and/or lower part, loss of balance when lifting loads or performing work, rungs breaking, slipping on rungs, tilting backwards, climbing up or down with your back to the ladder, or breakage of joining elements.
- **Entrapment** due to disengagement of assembled parts or when unfolding an extendable ladder.
- **Objects falling** during work onto persons below the ladder.
- **Electric shocks** when using a metal ladder for electrical work or close to electrical lines.

### 3. RULES FOR USE:

#### GENERAL

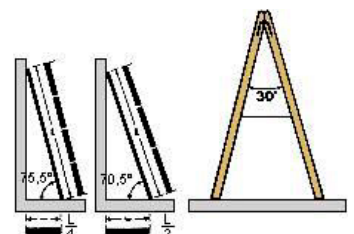
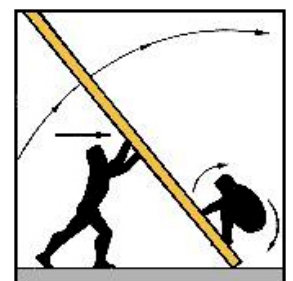
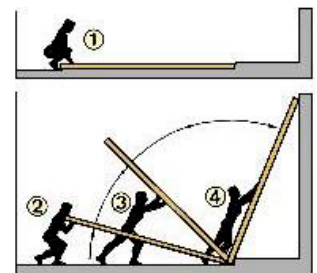
- Always follow the manufacturer's instructions for use of the ladder.
- DO NOT use ladders of over 5 metres in length that do not have guaranteed resistance.
- Improvised ladders are prohibited.
- When a specific site has to be reached frequently, fixed ladders or stairways will preferably be used.
- For works that require strenuous effort, or that must be carried out in unfavourable weather conditions, ladders shall be replaced by scaffolds, or mobile or motorised platforms.
- DO NOT climb to above the third step counting from the top.

#### POSITIONING

- Where?
  - Do not position ladders behind a door without locking it beforehand.
  - Make sure support points are clean of any objects.
  - Avoid positioning ladders in areas of transit or mark out a work area.
- Lifting, collapsing and securing
  - For ladders weighing more than 25 kg or used in adverse conditions, all manoeuvring must be carried out by at least two persons.
  - The surfaces on which the ladder is supported will be flat, horizontal, resistant and not slippery.
  - The ladder gradient will be between 70° and 75°.
  - The opening angle of stepladders will be a maximum of 30°.
  - Ladder shoes, pilings, hooks or other means of securing the ladder shall be used when working conditions so require. The top part of the ladder shall also be secured with ropes if the support area is small.
  - The top of the ladder will exceed the upper support point by at least one metre.

#### USERS

- Ladders will only be used by staff who know and understand these rules.
- No persons who suffer from vertigo or similar conditions shall use ladders, and members of the medical service must be notified of this circumstance.
- Ladders shall only be used when wearing proper work footwear, the soles of which will be clean of any slippery materials.



## MAXIMUM LOADS

- The recommended maximum load is approximately 150 kg for metal ladders and 95 kg for all other ladders.
- The maximum transport load is 25 kg for all ladder types.

## CLIMBING UP AND DOWN

- Workers will always face the ladder when climbing up and down, with their hands free and using the same to go up or down the rungs.
- Any object carried by personnel must be hung from the body (preferably from the waist).

## WORK FROM THE LADDER

The general rule is **DO NOT work from ladders**, although if necessary, and provided that **it is NOT possible** to use a work platform, the following safety measures shall be adopted:

- When the worker's feet are more than 2 metres from the floor a fall arrest harness is recommended, which must be anchored to a solid and resistant point. This is mandatory for work at over 3.5 metres.
- DO NOT move from one side of a stepladder to the other, nor work straddling the top of the ladder.
- Ensure that the top part of the ladder is secured correctly.
- A ladder may only be used by one person at a time.
- Do not work less than 5 metres from a high-voltage line. If such work is necessary, use an insulated ladder (glassfibre).

## IMPROPER USES

- DO NOT use a stepladder as a straight ladder.
- DO NOT use a ladder in the horizontal position as a bridge, walkway or platform.
- DO NOT use ladders as a support for scaffolding.

## STORAGE, INSPECTION AND MAINTENANCE

- Wooden ladders must be stored away from atmospheric agents and in such a way as to allow inspection.
- Ladders shall **ONLY** be stored in the vertical position, secured by fixed wall supports.
- Ladders must be inspected at least every **SIX MONTHS**, checking the state of the rungs, securing and support systems, ropes and pulleys. Should any anomaly be detected, the ladder shall be excluded from any work until it is repaired or disposed of.
- Wooden ladders shall **NOT** be coated in any product that would prevent the detection of anomalies. They may be protected with transparent varnishes or protective oils.
- Metal ladders that are not made from stainless materials must be coated with anticorrosive paint. **DO NOT** fix any defects with welds, repairs, straightening, etc.

## TRANSPORT

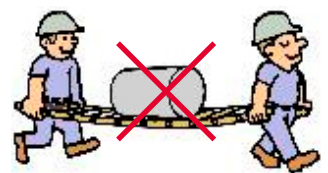
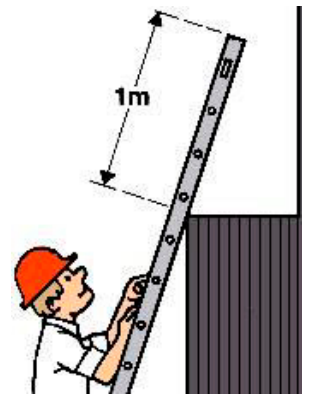
- Do not use ladders to carry materials, tools or persons.
- If carried by a single person:
  - Only straight ladders or stepladders of no more than 55 kg may be carried.
  - Do not transport ladders horizontally; carry them with the front part facing down.
  - Do not swing the ladder or carry it on your back.
- If carried by two people:
  - Stepladders must be carried in the folded position.
  - Extension ladders will be carried with the step lock engaged and ropes tied.
  - Do not allow ropes to drag along the ground.
- If transported using vehicles:
  - Secure the ladders firmly on the vehicle's cargo carrier, preventing them from hanging over the sides.
  - Ladders must **NOT** extend beyond the front or back by more than 1/3 of the total length of the vehicle.
  - When ladders extend out the back of the vehicle, they shall carry a red light or red reflector at night, while during the day they shall be covered by a brightly coloured cloth.



Risk of falling from height.



Personal fall protection is required when working at more than 3.5 m. and recommended as of 2 m.



Your own safety and that of everyone working at the Exhibition Centre depends on your proper behaviour. Thank you for your cooperation.

"Help us prevent accidents"  
Health and Safety Committee  
IFEMA