User Instructions

Mobile Ladders with Platform to BS EN 131-7:2013



KM 608967
BS EN 131-7

User Instructions for Mobile Ladders with Platform to BS EN 131-7:2013

All mobile steps are built to the highest engineering standards and, when used correctly, will provide an operative with a reliable means of access.

Great care should be taken by operatives at all times when using mobile steps for any purpose.

All equipment is supplied on the assumption that it will operate in normal atmospheric and temperature conditions as applicable to the United Kingdom.

Prior to an operative being allowed to use any mobile step, they should be aware of 'The Working At Height Regulations' and trained appropriately.

It is recommended that the Officer of the Company responsible for safety should always be consulted and his approval sought before mobile steps are brought into use. Written working practices should be established by the Company Safety Officer to ensure complete safety of all company personnel when using mobile steps.



Maximum number of users.



Do not wear unsuitable footwear when climbing a ladder.



EN ISO 7010 -W008

Warning, fall from the ladder. This warning sign shall appear on each marking on the ladder at the first place.

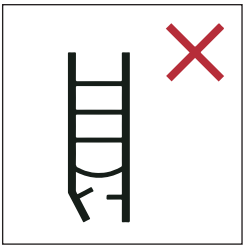


EN ISO 7010 -M002

Refer to instruction manual/booklet.



Maximum total load.



Inspect the ladder after delivery. Before everyuse visually check the ladder is not damaged and is safe to use.

Do not use a damaged ladder.



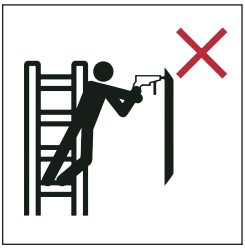
Do not use the ladder on a unlevel or unfirmbase.



Do not overreach.



Do not ascend or descend unless you are facing the ladder.



Avoid work that imposes a sideways load on ladders, such as side-on drilling through solid materials.



Do not carry equipment which is heavy or difficult to handle while using a ladder.



Do not use the ladder if you are not fit enough. Certain medical conditions or medication, alcohol or drug abuse could make ladder use unsafe.



Do not spend long periods on a ladder without regular breaks (tiredness is a risk).



Ensure the ladder is suitable for the task.



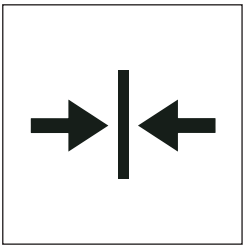
Do not use the ladder if contaminated, e.g. with wet paint, mud, oil or snow.



Do not use the ladder outside in adverse weather conditions, such as strong wind.



For professional use a risk assessment shall be carried out respecting the legislation in the country of use.



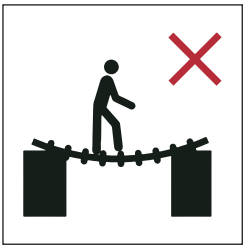
When positioning the ladder take into account risk of collision with the ladder e.g. from pedestrians, vehicles or doors. Secure doors (not fire exits) and windows where possible in the work area.



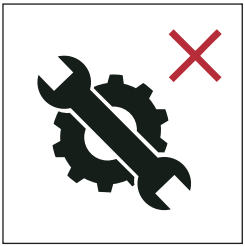
EN ISO 7010-W012

Warning, electricity hazard.

Identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment and do not use the ladder where electrical risks occur.



Do not use the ladder as a bridge.



Do not modify the ladder design.



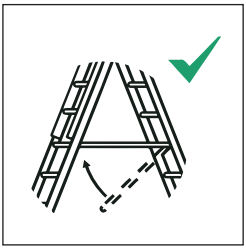
Do not move a ladder while standing on it.



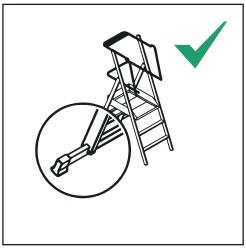
Ladder for professional use.



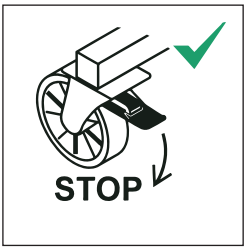
Do not step off the side of the mobile platform ladder onto another surface.



Use the ladder with restraint devices engaged only (only if necessary due to design of ladder).



Use only with stabilizer (if part of the ladder). The symbol shows a particular design which might differ from the real product. The manufacturer may use a different symbol showing the particular design of his specific product.



Use only with activated brakes (if part of the ladder).



Do not use ladders outdoors which are not intended for this purpose.

Operating Instructions: Spring-loaded models

Moving the spring-loaded mobile step

When there is no operative or any items on the mobile step, the spring-loaded castors will be in the mobile position. Using both hands, hold onto the handrail and push into the desired position.

Ascending the spring-loaded mobile step

Once positioned in the desired position, hold onto the handrails with both hands and then one foot at a time walk up the step. By doing this slowly, this will allow the spring-loaded castors to retract and the footpads to grip the floor. Ascend the mobile steps by facing the platform/treads only and hold onto the handrails at all times – do not walk up facing away from the platform/treads.

Descending the spring-loaded mobile step

Hold onto the handrails with both hands and descend the step slowly one foot at a time facing the platform/treads only – do not descend the step by facing away from the platform/treads. Hold onto the handrails at all times when descending the step. Once descended, remove any other items that may have been left on the steps and the spring-loaded castors will expand and the mobile step will then be in the mobile position allowing for manoeuvrability.

Operating Instructions: All other models

Moving the mobile step

When there is no operative or any items on the mobile step, standing at the foot of the steps, pull the lever towards you and into the locked position. Using both hands, hold onto the handrail and push into the desired position.

Ascending the mobile steps

Once positioned in the desired position, standing at the foot of the steps, pull the lever slightly towards you and out of the locked position. Whilst still holding onto the lever, slowly allow the lever to move away from you until it comes to rest on the bar stops.
Ascend the mobile steps by facing the platform/treads only and hold onto the handrails at all times – do not walk up facing away from the platform/treads.

Descending the mobile steps

Hold onto the handrails with both hands and descend the step slowly one foot at a time facing the platform/treads only – do not descend the step by facing away from the platform/treads. Hold onto the handrails at all times when descending the step.

User Instructions

List of items to be inspected:

- No obvious damage to structure of the ladder - Pass/Fail
- Welds are structurally sound and no signs of distortion - Pass/Fail
- Wheels and or castors are in good condition and not damaged - Pass/Fail
- Foot pads are in position and in good order - Pass/Fail
- Tread material is in position and still adhered to the steel formed tread - Pass/Fail
- The formed tread is in good condition and not buckled - Pass/Fail

(Before Use): All models

- Ensure you are fit enough to use a ladder. Certain medical conditions or medication, alcohol or drug abuse could make ladder use unsafe.
- When transporting the ladder on roof bars or in a truck, ensure they are suitably placed to prevent damage.
- Inspect the ladder after delivery and before first use to confirm condition and operation of all parts.
- Visually check the ladder is not damaged and is safe to use at the start of each working day when the ladder is to be used.
- For professional users regular periodic inspection is required.
- Ensure the ladder is suitable for the task.
- Do not use a damaged ladder.
- Remove any contamination from the ladder, such as wet paint, mud, oil or snow.
- Before using the ladder at work a risk assessment should be carried out respecting the legislation in the country of use.

User Instructions (continued)

(Positioning the ladder): All models

- Locking devices, if fitted, shall be fully secured before use.
- Ladder shall be on an even, level and unmoveable base.
- Ladder shall never be positioned from above.
- When positioning the ladder take into account risk of collision with the ladder e.g. from pedestrians, vehicles or doors. Secure doors (no fire exits) and windows where possible in the work area.
- Identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment.
- Ladder shall be stood on its feet, not the rungs or steps.
- Ladder shall not be positioned on slippery surfaces (such as ice, shiny surfaces or significantly contaminated solid surfaces) unless additional effective measures are taken to prevent the ladder slipping or ensuring contaminated surfaces are sufficiently clean.

(Using the ladder): All models

- Do not exceed the maximum total load for the type of ladder.
- Do not over-reach; user should keep their belt buckle (navel) inside the stiles and both feet on the same step/rung throughout the task.
- Do not use standing ladders for access to another level.
- Ladders should only be used for light work of short duration.
- Use non-conductive ladders for unavoidable live electrical work.
- Do not use the ladder outside in adverse weather conditions, such as strong wind.
- Take precautions against children playing on the ladder.
- Secure doors (not fire exits) and windows where possible in the work area.

User Instructions (continued)

(Using the ladder): All models (continued)

- Face the ladder when ascending and descending.
- Keep secure grip on the ladder when ascending and descending.
- Do not use the ladder as a bridge.
- Wear suitable footwear when climbing a ladder.
- Avoid excessive side loading e.g. drilling brick and concrete.
- Do not spend long periods of a ladder without regular breaks (tiredness is a risk).
- Equipment carried out while using a ladder should be light and easy to handle.
- Avoid work that imposes a sideways load on standing ladders, such as side-on drilling through solid materials (e.g brick and concrete).
- Maintain a handhold whilst working from a ladder or take additional safety precautions if you cannot.

Storage

- Ladder should be stored in accordance with the producers instructions.

Spare Parts

- Only spares from the manufacturer should be used. If other parts are used this will invalidate the Kitemark and warranty.

Repairs

- Repairs should only be carried out by the manufacturer. Any modifications or repairs carried out by third parties will invalidate the Kitemark and warranty.

Product Health & Safety Data

Health & Safety at Work Act 1974

MOBILE STEPS:
Spring Loaded Castor Models

This Health & Safety data must be brought to the attention of:-
The Safety Officer, All personnel operating the equipment

All mobile steps are built to the highest engineering standards and, when used correctly, will provide an operative with a reliable means of access. Great care should be taken by operatives at all times when using mobile steps for any purpose. All equipment is supplied on the assumption that it will operate in normal atmospheric and temperature conditions as applicable in the United Kingdom.

PRIOR TO AN OPERATIVE BEING ALLOWED TO USE ANY MOBILE STEPS OR ACCESS EQUIPMENT, THEY SHOULD BE WARNED GENERALLY ABOUT THE DANGERS OF WORKING AT ANY HEIGHT ABOVE FLOOR LEVEL AND THEY SHOULD BE PROVIDED WITH APPROPRIATE SAFETY EQUIPMENT – FOR INSTANCE PROTECTIVE HEADGEAR, GLOVES AND SHOES.

Product Health & Safety Data (continued)

In addition to the general instructions on potential hazards, the following points should be brought to the attention of the operative:

1. Mobile steps are designed for use by one person only. The carrying and use of hand tools is permitted. The use of large or heavy tool boxes should be discouraged. If the use of low voltage power tools is necessary, such work should be undertaken only under supervision and with the permission of the Officer of the Company responsible for plant and personnel safety.

2. Before ascending higher than 2 treads on the stairway, the operative must ensure that all castors will retract under the persons weight and that the steps are therefore immobile.

3. In proper use the top platform is stable. Operatives should be instructed not to lean over the rail. Operatives should stand central to the top platform and within an arms distance of products or maintenance etc.

4. Steps may only be moved from place to place without any person or load on board.

5. If mobile steps are being used where personnel other than the operatives are likely to be in near vicinity, it is recommended that warning signs or barrier tape (or any other means approved by the Safety Officer) should be used in order to:

   a. Prevent accidental knocking of steps.
   b. Prevent any person moving the steps with an operator on board.
   c. Ensure that other personnel would not be in danger should anything be dropped by the operator using the steps.

   If such methods are impractical, then all personnel must be instructed in the correct use of access steps and the potential hazards of misuse or accidental use.

Product Health & Safety Data (continued)

6. It is recommended that the Officer of the Company responsible for safety should always be consulted and his approval sought before mobile steps are brought into use. Written working practices should be established by the Company Safety Officer to ensure complete safety of all company personnel when using mobile steps.

7. Any damage to mobile steps should be reported to the Safety Officer immediately it occurs and steps must not be used until repairs have been undertaken.

8. Frequent inspections should be made for signs of unreported damage, and as stated previously, operatives should test the castor retraction on every occasion before ascending the stairway.

9. Do not allow untrained staff to handle unfamiliar equipment.

If in doubt about any aspects of safety or use, please contact the manufacturers.

Product Health & Safety Data

Health & Safety at Work Act 1974

MOBILE STEPS:
Handlock Anchorage Models

This Health & Safety data must be brought to the attention of:-
The Safety Officer, All personnel operating the equipment

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Product Health & Safety Data (continued)

In addition to the general instructions on potential hazards, the following points should be brought to the attention of the operative:

1. Mobile steps are designed for use by one person only. The carrying and use of hand tools is permitted. The use of large or heavy tool boxes should be discouraged. If the use of low voltage power tools is necessary, such work should be undertaken only under supervision and with the permission of the Officer of the Company responsible for plant and personnel safety.

2. Before ascending stairway operative must ensure that the handlock lever is engaged and working. The front castors must retract and the front end of the steps must be firmly on the ground, making the steps immobile, before any operator uses the stairway.

3. In proper use the top platform is stable. Operatives should be instructed not to lean over the rail. Operatives should stand central to the top platform and within an arms distance of products or maintenance etc.

4. Steps may only be moved from place to place without any person or load on board.

5. If mobile steps are being used where personnel other than the operatives are likely to be in near vicinity, it is recommended that warning signs or barrier tape (or any other means approved by the Safety Officer) should be used in order to:

   a. Prevent accidental knocking of steps.
   b. Prevent any person moving the steps with an operator on board.
   c. Ensure that other personnel would not be in danger should anything be dropped by the operator using the steps.

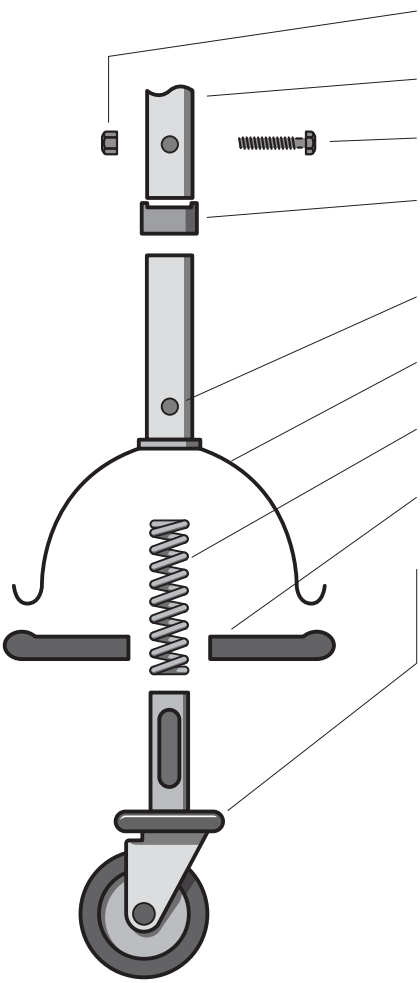
   If such methods are impractical, then all personnel must be instructed in the correct use of access steps and the potential hazards of misuse or accidental use.

Product Health & Safety Data (continued)

6. It is recommended that the Officer of the Company responsible for safety should always be consulted and his approval sought before mobile steps are brought into use. Written working practices should be established by the Company Safety Officer to ensure complete safety of all company personnel when using mobile steps.
7. Any damage to mobile steps should be reported to the Safety Officer immediately it occurs and steps must not be used until repairs have been undertaken.
8. Frequent inspections should be made for signs of unreported damage, and as stated previously, operatives should test the castor retraction on every occasion before ascending the stairway.
9. Do not allow untrained staff to handle unfamiliar equipment.

If in doubt about any aspects of safety or use, please contact the manufacturers.

Assembly Instructions for Stepmobiles

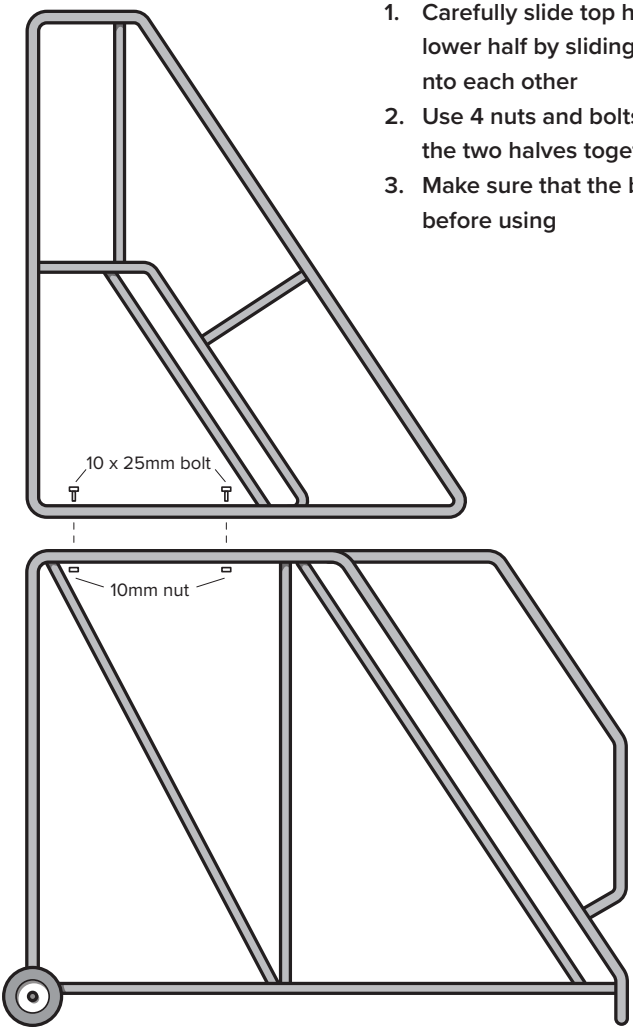


1. **Remove plastic bungs from main step frame and discard**
2. **Insert hoof into main step frame leg and line up bolt holes**
3. **Insert spring into hoof**
4. **Insert castor into hoof, lining up slot and bolt holes**
5. **Push the screw through the hole and thread the nut onto the other end**
6. **Tighten using a slotted screw driver and 8mm spanner**

Assembly Instructions for Leverlock Type Steps

PLEASE NOTE: Assembly requires 2 people

1. **Carefully slide top half of steps onto lower half by sliding the handrail tubes i nto each other**
2. **Use 4 nuts and bolts (supplied) to bolt the two halves together**
3. **Make sure that the bolts are secure before using**



Distributed by:

TB Davies (Cardiff) Ltd
Lewis Road, Cardiff, CF24 5EB

TB Davies (Dublin) Ltd
9 Exchange Place, Dublin 1, Ireland

T: 029 2132 0000
F: 029 2070 2386
E: sales@tbdavies.co.uk
W: www.tbdavies.co.uk