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Scope of validity:

UNIPETROL RPA, s.r.o. (including the BENZINA, PIB and REFINERY registered branches)



## PORTABLE LADDERS

Approved by:

Company executive

Valid from:

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Document administrator:

UNIPETROL RPA, s.r.o. – Department of Management Systems

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Only for internal purposes

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Verified by: Ing. Michal Šulc, head of the safety division

## List of changes

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Warning: Change proceedings take place pursuant to Directive 821.

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## 1 Purpose

This directive determines the conditions for operating, inspection and use of portable ladders.

## 2 Scope of validity

The directive is valid for the following companies:

- UNIPETROL RPA, s.r.o.  RAFINÉRIE, odštěpný závod
- BENZINA, odštěpný závod  POLYMER INSTITUTE BRNO, odštěpný závod

### This edition cancels:

- Work procedure 13 “Operation of portable ladders”, 1st issue of 18 September 2007 valid for UNIPETROL RPA, s.r.o.

**The directive is also binding** for the operator and user of portable ladders. The directive does not apply to ladders used for construction structures (scaffolding) that may not be used as portable.

## 3 Terms, definitions and abbreviations

- |                 |   |
|-----------------|---|
| Company         | - UNIPETROL RPA, s.r.o. including all registered branches                             |
| Portable ladder | - A ladder that may be relocated and built manually without any mechanical assistance |

## 4 Portable ladders (hereinafter only ladder)

### 4.1 Operation, inspection, recording, disposal

- 4.1.1 Operation of ladders must comply with their operational documentation (instructions by the manufacturer, inspection results, etc.). The documentation must be available at the operator for the whole duration of the ladder operation.
- 4.1.2 Records must be kept on operated ladders. For these purposes the ladders must be identified by a registration mark as determined by the operator.
- 4.1.3 Each ladder must undergo a periodic inspection of its technical condition once every 12 months in accordance with its operational documentation. The periodic inspection is carried out by the operator via a person authorized in writing (inspector). A written protocol is drawn up about the result of the ladder inspection, including a clear conclusion in terms of further use of the ladder. The inspection protocol becomes an integral part of the ladder's operational documentation.
- 4.1.4 Compliant ladders are marked by the operator with a label proving the passed inspection. The method of labelling ladders is determined by the ladder operator. The labelling must include the date of the last inspection. A template of possible ladder labeling is included in Annex A hereto.
- 4.1.5 Non-compliant ladders must be removed from operation and marked with a prohibition to use until they are repaired or disposed of, and/or secured against use. A template of possible ladder labeling is included in Annex A hereto.
- 4.1.6 The disposal of non-compliant ladders is secured by the operator.
- 4.1.7 The purchase and distribution of inspection labels as per Annex A hereto is secured, for the purposes of ladders operated by the company, by the safety division. Any requirements of the operators are to be sent to the safety division at: BOZP@unipetrol.cz.

## 4.2 General conditions for ladder use

- 4.2.1 A ladder can be used only if the use of other, safer means are not justified or suitable in term of risk assessment, or if the local conditions exclude the use of such means.
- 4.2.2 Employees who use ladders must be demonstrably familiarized with the operation manual as per operational documentation and with this directive. There must be a written record on their familiarization.
- 4.2.3 Before each use, a visual inspection of the ladder must be carried out to check its safe operation (safety and securing elements are functional, correct securing of latches, completeness, deformations, damage to the stabilizer, fittings, heels, straps, wind rods, inspection label).
- 4.2.4 If defects are discovered or the inspection label as per article 4.1.4 is missing, the ladder shall not be used.
- 4.2.5 Only short-term (up to 30 minutes) and non-strenuous activities may be performed on ladders, using simple tools (brush, scraper, screwdriver, battery-operated screwdriver, etc.). Activities that require the use of dangerous tools, such as hand-held chainsaws, hand-held pneumatic tools, percussion hammer or tools that generally require the use of both hands according to their instructions, may not be performed on the ladder.
- 4.2.6 Use of a ladder is not allowed in outside workplaces when the wind velocity exceeds  $8 \text{ m}\cdot\text{s}^{-1}$ .
- 4.2.7 Ladders may not be used for other than the designated purposes (e.g., it is not allowed to use them as load-bearing structures for platforms or scaffolding or as a connecting platform between two scaffoldings)
- 4.2.8 Rope ladders may only be used for climbing up and down.
- 4.2.9 It is not allowed to use wooden ladders longer than 12 m.
- 4.2.10 Ladders must be kept clean, free of grease, oils and chemicals.
- 4.2.11 Ladders may not be used to carry loads or dangerous material up.
- 4.2.12 When not in use, ladders must not be stored in direct sunlight.

## 4.3 Ladder placement

- 4.3.1 The ladder must be placed so as to ensure its stability throughout its use. The ladder must be placed on a stable, hard, sufficiently large, unmovable base so that the rungs are parallel. A suspended ladder must be secured safely and, with the exception of rope ladders, secured against moving or swinging.
- 4.3.2 Slipping of ladders must be prevented by securing the side plates on the top or bottom end using anti-slip products or other suitable means.
- 4.3.3 For folding and extension ladders, individual parts must be secured against moving.
- 4.3.4 Portable ladders must be secured against moving before and throughout all works.
- 4.3.5 Ladders used for climbing up (down) must overreach the entry/exit platform by at least 1.1 m, whereas this overreach may be replaced by fixed handles or other structure that the employee can reliably use to hold when climbing up/down. The ladder gradient must not exceed 2.5: 1, there must be a free space of at least 0.18 m behind the rungs, and at the foot of the ladder, there must be at least 0.6m free space from the access side.
- 4.3.6 Portable ladders may only be used for providing access. Performing any work on such ladders requires securing the ladder against any movement and the assistance of another person.

## 4.4 Moving on ladders

- 4.4.1 When climbing up or down or working on a ladder, the employee must be facing the ladder and at each moment they must be able to reach a reliable support.
- 4.4.2 When climbing up or down from any height, regardless of whether a fall arrest system is present, the three-point contact must always be maintained.
- 4.4.3 The total weight of the person on the ladder must not exceed its load-bearing capacity.
- 4.4.4 Only one person may be present on a ladder at a time. If the work requires more than one person, a scaffolding or a second ladder must be used.
- 4.4.5 When working on a ladder, the employee must be protected against falling using personal protective equipment if their feet are higher than 5 meters.
- 4.4.6 Work on a ladder may only be done at a safe distance from its top end, which is for a leaning ladder is at least 0.8 m between the top end of the ladder and the employee's feet, 0.5 m for a double ladder.
- 4.4.7 Tools used by employees must be placed in special utility belts with integrated wires. Such belts are designed to only hold small and light tools.
- 4.4.8 Walking on a wooden double ladder (painting works) may only be done by trained employees, provided that the surface is safe and the risk of loss of stability of the ladder is excluded.

## 5 Responsibility

Responsibility is determined by the provisions of chapter 4.

## 6 List of related documents

Government Regulation no. 362/2005 Coll. on detailed minimum requirements for safety and health at work sites with a risk of falling from height or in depth.

## Annex A Recommended labelling of ladders

<b>Evidenční číslo žebříku</b>
<input type="text"/>
<b>Datum poslední kontroly</b>
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**Zákaz používání  
žebříku**