**STEPLADDER SAFETY - THE RIGHT & WRONG WAY**

- Fully open the stepladder and firmly lock both spreaders.
- Never climb a closed stepladder. It may slip out from under you.

- If you need to adjust the ladder throughout the course of the job, you should remove your tools or use a proper accessory to secure them in place.
- Never stand or sit on a pail shelf. It is not designed to carry your weight. The pail shelf may break or the ladder could tip.

- Werner tops are built to handle a variety of tools for this purpose.
- Don’t climb on the back of a single-sided stepladder. It is not designed to carry a person's weight. Doing so can damage the ladder or result in an injury.

- Don’t stand or sit on a stepladder top. You could easily lose your balance or tip the ladder. Ladder tops warn users not to stand or sit on them.
LADDER INSPECTION - THE RIGHT & WRONG WAY

All ladders should be thoroughly inspected from top to bottom before every use. Ladders can be damaged while in transit or storage, and through misuse and abuse. Examine the ladders carefully for damaged or missing parts. Never use a bent or damaged ladder or one that has been exposed to excessive heat or acid.

- Look over the ladder carefully before buying and each time before climbing.
- Look for missing, damaged, or loose components.
- Make sure that working parts move properly and that all connections are secure.
- Carefully check components such as spreaders, extension ladder locks, flippers, and safety shoes.
- Read and carefully follow all instructions, warning labels, and manuals.
- Be aware of and comply with all federal, state, local, ANSI, OSHA and other codes and regulations.
- Never use a damaged ladder. Damaged ladders must be tagged for repair or disposal.
- Never test a ladder by jumping on it. This could damage or weaken the ladder, or you may slip and fall.

DON’T FORGET!

Read Safety Instruction Labels:
Werner ladders, stages, planks and accessories are sold with safety instructions to guide users. These instructions and warnings should always be read before climbing. Failure to follow all instructions and warnings may result in an injury or death.

Damaged ladders must be tagged for repair or disposal.
**HANDLING LADDERS - THE RIGHT & WRONG WAY**

Users should understand the proper and safe methods to select, transport, erect and secure ladders. Time spent learning how to correctly handle ladders can pay off in greater safety, productivity, and longevity. Different people and applications require different ladders. Remind yourself that safety begins with using the right ladder for the task.

- **Carry an extension ladder with the center balanced and resting on your shoulder with your arm through the ladder.**
- **When storing ladders, provide proper support.**
- **For better control, the ladder should be fully closed.**

- **Secure the ladder on vehicles before transporting. Improperly securing a ladder can cause damage.**
- **Make sure you don’t drop a ladder when loading or unloading it from a vehicle. Be extra careful when moving ladders.**
- **Do not drag your ladder.**

- **Wear damage caused from transit vibration may weaken a ladder if not properly secured.**

- **For longer ladders use two people to make it easier to carry.**
SAFETY BEFORE YOU CLIMB - THE RIGHT WAY

- Use fiberglass ladders if there is even a remote possibility of working near electricity or overhead power lines.
- Be sure that all ladder feet are on firm, level ground. Solid footing is necessary for safe ladder use.
  - Ladder shoes equipped with four plates are for use on penetrable surfaces.
  - Werner extension ladder shoes are designed to pivot for use on firm, non-slippery surfaces.
- Check for and replace frayed or damaged electrical cords.
- Use double insulated power tools as well as grounded cords and outlets.
- Be careful if you use a tool belt. Make sure that tools do not catch on the ladder when climbing.
- Wear shoes that have non-slip soles. Make sure they are free of mud, oil, or anything slippery.
- Use extra caution in windy weather.
- Climb a ladder in rain or other severe weather only in emergency situations and with the ladder fully secured.
- Have another person hold the ladder.
SAFETY BEFORE YOU CLIMB - THE WRONG WAY

Never drop or throw ladders, doing so can damage or weaken them and cause serious injury to others.

Never place or use a ladder on slippery surfaces or on uneven ground that may cause an accident.

Never use any ladder that has been exposed to fire, acids, caustics or other strong chemicals. These may damage or weaken the ladder.

Don’t move the ladder with materials on it. They may fall and cause damage or an injury.

Never position the ladder where it blocks foot traffic, work vehicles, or where it could be bumped by a door. If it is necessary to use a ladder in front of a door, lock or barricade the door and put up a caution sign.

Never leave a ladder unattended. This may present a hazard to others in the area.

Do not allow children to play or climb on ladders.
SAFE CLIMBING HABITS - THE RIGHT WAY

Ladders are such common tools that many people assume they know how to climb safely when in fact they may not. Safe and efficient use of ladders is not complicated or difficult, but it does require that users learn and practice proper ladder safety habits. Start by carefully reading and following all instructions.

- Climb facing the ladder. Center your body between the rails. Maintain a firm grip.
- Move materials with extreme caution.
- Be careful pushing or pulling anything while on a ladder. You may lose your balance or tip the ladder.
- Keep your body centered on the ladder while working.
- As a general guide, never let your belt buckle pass beyond either ladder rail. Otherwise, you could lose your balance or tip the ladder.
- Never hurry or skip steps. Always move one step at a time, firmly setting one foot before moving the other.
- Maintain a firm grip while on the ladder.
- Get help with a ladder that is too heavy to handle alone.
- If possible, have another person hold the ladder when you are working on it.
- Haul materials up on a line rather than carry them up an extension ladder.
**SAFE CLIMBING HABITS - THE WRONG WAY**

Never climb a ladder while under the influence of drugs or alcohol or if your mental or physical health is not up to the task; doing so may result in serious injury.

Don't place blocks, bricks or other loose materials under a ladder to adjust for unlevel ground.

Never attempt to cut anything on a ladder - only use a properly equipped ladder or a saw horse.

Don't over-reach, lean to one side or stand on one foot. You could lose your balance or tip the ladder.

Never permit more than one person on a single-sided step ladder or on any extension ladder. They are designed to hold only one person at a time.

Don't climb down a ladder with your back to the ladder. You could easily slip or fall.
SAFE CLIMBING HABITS - THE WRONG WAY

Don’t climb on or off a ladder from the side. You could push the ladder away and fall.

Never use metal ladders or water logged wood ladders near electrical current or power lines.
* Metal conducts electricity.

Don’t climb from one ladder to another. You may tip the ladder or slip and fall.

Don’t stand above the highest safe standing level.

Never try to move a ladder while on it by bouncing or “walking” the ladder. Step down and carry the ladder to the new working position.
CARE AND MAINTENANCE

All good tools require a certain amount of care and maintenance. By practicing basic maintenance, customers can keep ladders in proper working order and extend their useful life.

1. Promptly clean spills or drips from the ladder. Keep the ladder free from oil, paint or other slippery materials.
2. Routinely inspect and properly replace damaged or worn components and labels according to manufacturer's instructions. Use only Werner Co. authorized replacement parts.
3. Please refer to Werner's Full Line Product Catalog (C-100) for more information.
4. Keep ladders in good condition. Clean and lightly lubricate moving parts such as spreader bars, hinges, locks and pulleys.
5. Always inspect the rails of fiberglass ladders for weathering, cracks or splitting.
6. Keep the ladder protected from heat, weather, and corrosive materials.

REPAIR & MAINTENANCE

There are numerous Werner Authorized Service Centers capable of repairing ladders. For a listing, contact our Greenville, PA Corporate Office at: 1-888-523-3371

REPLACEMENT PARTS

Certain parts on some ladders are replaceable.

**Stepladders**
- Molded Tops
- Pal Shelves
- Spreaders
- Front and Rear Feet
- Safety Labels

**Extension Ladders**
- End Caps/End Closures
- Pulley Assemblies
- Rope
- Lock Assemblies
- Lock Flippers and Springs
- Guide Brackets
- Rungs
- Safety Shoes
- Safety Labels

**Rope for Pulley**

**End Caps/End Closures**

**Safety Shoe**

**Pulley**

**Molded Top**

**Foot**

**Rung**
I.D. AND SAFETY LABELS

Ladder Identification Labels
I.D. labels provide important information regarding each ladder’s Model Number, Type, Duty Rating, Size, and Highest Standing Level.

Safety Instructions for Step & Extension Ladders
Safety instruction labels contain information regarding the inspection, setup and use, and care and storage of ladders.

Extension Ladder Setup
This label provides safety instructions to properly set-up an extension ladder and check that it is at a 75-1/2° angle.

Separating Extension Ladder Sections
Certain extension ladders may be separated and the base and fly sections used independently.

Think Safety! Read Labels Before Climbing.
- Ladder Inspection
- Proper Set-up and Use
- Proper Care and Storage

For Your Customer’s Safety:
Werner offers replacement safety instruction labels.