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| **SAFE OPERATING PROCEDURE**  **LADDERS** | |
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| **STAFF ONLY TO OPERATE THIS EQUIPMENT** | |
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| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | . |

### Only use ladders to work at heights when it is not practical to use higher order control measures.

### Ladders should only be used for low-risk, short-duration work.

### Make sure the chosen ladder is appropriate to the task. The ladder must be industrially rated with a load capacity of ≥ 120 kg.

### Always maintain three points of contact with the ladder at any one time.

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Visually check the condition of the ladder for damage and joint are intact.**
2. **Check that the ladder is labelled with a sticker indicating safe working load.**
3. **Check rungs are free of mud, paint splatter, oil and grease.**
4. **Ensure the floor surface you are setting up on is hard, level and unobstructed.**

#### OPERATIONAL SAFETY CHECKS

**1. Choose the right ladder for the job.**

**2. Ensure the ladder is the proper height. The top step and next two rungs down on a ladder are not intended for climbing. Always maintain three points of contact with the ladder.**

**3. Inspect the area to ensure there are no surface, aerial or nearby hazards.**

**4. Ensure the ladder is placed on dry, firm, level surface and not subject to skidding or slipping. Position the ladder until all feet have firm contact with the floor. Always check there is no rocking movement before climbing the ladder. Do not use blocks, rocks, boxes, or other items to “level up” or gain height. Use an approved ladder leveller.**

**5. Do not position a ladder in an area where it can be bumped or dislodged (e.g. doorway, passage way, window opening). If a ladder needs to be located where it can be struck or displaced, secure the area by locking doors, placing barricades or use another appropriate action.**

**6. Ensure the ladder is fully opened before climbing. Always face towards the ladder when climbing.Tool bags or tool belts can help to keep hands free.**

**7. Only one person is permitted on the ladder at any time. A second person may stand alongside the ladder and help to steady it, or pass materials/tools up if required. Do not lift heavy weights that unbalance the ladder.**

**8. Maintain a safe, balanced stance while on the ladder. Do not over reach whilst using the ladder. Always get off to shift position – never walk” the ladder whilst on it.**

**9. Always maintain the majority of your body weight inside the perimeter of the work platform or ladder stiles.**

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| **DO NOT exceed the safe ‘working load’ of the ladder** |

#### HOUSEKEEPING

1. **Return ladders to secure storage in a clean and in safe working order.**

## POTENTIAL HAZARDS

* + **Falls and falling objects ◼ Slips, trips, strains & sprains**
  + **Manual handling – equipment and materials ◼ Pedestrians**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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