

SAFE WORK INSTRUCTION

STRAIGHT AND EXTENSION LADDERS

PERSONAL PROTECTIVE EQUIPMENT



Rings and jewellery must not be worn.

POTENTIAL RISKS	DON'Ts
<ul style="list-style-type: none">❗ Falling from the ladder.❗ Rings, jewellery and clothing snagging on the ladder.❗ Ladder toppling or falling over.❗ People walking into the ladder.❗ Dropping objects from height.	<ul style="list-style-type: none">✗ Do not use ladders as a work platform. They are suitable only for short term light work or access.✗ Do not use faulty equipment. Immediately report suspect ladders to your supervisor.✗ Do not exceed the safe working load – use industrial rated ladders if you are using tools.✗ Do not attempt to use the ladder on soft or unstable ground.✗ Do not use metal ladders near electricity.✗ Do not use the two top steps.✗ Never over-reach sideways - get down and move the ladder.✗ Avoid side-on work. Have the steps face the task if you can.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Try not to work alone.
- ✓ Ensure you have been shown how to safely use the ladder.
- ✓ Conduct a pre-use check to make sure the ladder is safe to use. Look for broken or missing parts, and make sure the extension locks work.
- ✓ Wear suitable footwear. Avoid high heels or slip on shoes/jandals.

OPERATIONAL SAFETY CHECKS

- ✓ Watch out for pedestrians and be cautious of doors. Lock them if possible.
- ✓ Place the ladder against the support. The correct angle for a ladder is one (1) unit of measurement out at the base for every four (4) units of height.
- ✓ Brace or tie the ladder so it does not slip away from the support.
- ✓ A ladder should project at least one (1) metre above any landing place if used for access.
- ✓ Always face the ladder and use both hands when climbing up or coming down.
- ✓ Maintain three points of contact at all times.

ENDING OPERATIONS AND CLEANING UP

- ✓ Check the ladder has not been damaged.
- ✓ Stow it in an area where it will not be a hazard.

This Safe Work Instruction does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use

