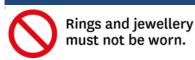
SAFE WORK INSTRUCTION

STRAIGHT AND EXTENSION LADDERS

PERSONAL PROTECTIVE EQUIPMENT



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POT	ENTI	AL	RIS	KS

- Falling from the ladder.
- i Rings, jewellery and clothing snagging on the ladder.
- Ladder toppling or falling over.
- People walking into the ladder.
- (i) Dropping objects from height.

DON'Ts

- 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.

ENDING OPERATIONS AND CLEANING UP

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

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.



