

Safe Work Procedure

Ladder Safety

**DO NOT use ladders unless you have been instructed
in its safe use and operation and have been given permission**

PERSONAL PROTECTIVE EQUIPMENT

Suitable flat shoes / boots are to be worn. No thongs.

PRE-OPERATIONAL SAFETY CHECKS

- Inspect the ladder to ensure it is safe to use. Check styles and rungs are not bent / damaged.
- Place ladder on stable ground and make sure it does not move when in use.
- Lean extension ladders to a 1 in 4 ratio. 1 out from the wall and 4 high.
- Lock a step ladder in the fully opened position.

WHEN USING THE LADDER

- Have 3 points of contact while ascending / descending the ladder.
- Face the rungs when ascending / descending
- Extension ladder is to be held by a second person when in use
- Do not over reach
- Don't carry heavy loads up a ladder
- Don't shift centre of gravity while up a ladder
- Two or more people are used to erect a long ladder
- Do not block doorways
- Only 1 person on a ladder at time and do not exceed safe weight limit of the ladder
- Ensure people do not walk under ladders while people are above

Housekeeping

- Ladders are stored to prevent damage or personal injury