

Ladders are a commonly used piece of equipment and should be managed like other tools and equipment:

- Correct selection for task – e.g. type, height
- Used correctly and in a safe manner
- Inspected before use
- Appropriately maintained

SAFETY INSTRUCTIONS

- Face the ladder when ascending and descending
- Do not to place the ladder on any other items to increase height e.g. boxes, tables
- Do not stand above the third rung from the top of single or extension ladders, Keep feet below the point at which the ladder touches the wall or vertical support
- Climb down and move the ladder if needed; do not attempt to 'jog' or 'walk' the ladder
- Carry single or extension ladders parallel to the ground and hold the side rail in the middle of the ladder to balance the load. Get help to carry very long ladders
- Carry step ladders in the closed position

PRE-OPERATIONAL SAFETY CHECKS

1. Is a ladder the safest, practical means of access for the task (can the task be done another way?)
2. The ladder is appropriate for the task and;
 - Used only for the purposes for which it was designed
 - Side rails of the ladder extend at least 1m above the landing or access point
3. Ladder has been inspected before use
 - Joints between step and side rails tight, all fittings secure, moving parts operating freely
 - Rungs free of grease and oil
 - All components of ladder intact including side rails, steps, rungs or cleats

OPERATIONAL SAFETY CHECKS

Setting up the ladder.....

1. Ladder based on firm footing and secured against slippage
2. Ladder tied off at the top, blocked, secured or held by a second worker when in use
3. Straight ladders erected at the angle of 4:1 (75°-- 80°)
4. Step ladders opened fully and ladder locks, spreaders or braces engaged before climbing
5. Upper and lower sections of extension ladders overlapped to provide stability
6. Ladders not blocking doorways; barriers are set up if it necessary to block a passageway
7. Weight of the ladder placed squarely on the ladder feet and not on the rungs
8. Two or more people used to erect long or heavy ladders

Using the ladder....

9. Three points of contact maintained at all times when climbing
10. Only one person on the ladder at a time and weight limit of ladder not exceeded
11. Tools carried on a belt or tool pouch and materials hoisted
12. Rungs grasped rather than side rails for more safety if a foot slips
13. Appropriate footwear is worn
14. Over reaching prevented; ladder re-positioned if needed (limit side reaching - your belt buckle/centre of body should not be further than the side rail)

HOUSEKEEPING

1. Ladders are stored so as to avoid damage or personal injury