[](http://www.deir.qld.gov.au/workplace/resources/pdfs/managing-risk-falls-workplaces-cop-2011.pdf)

**Extension Ladder**

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| * **This ladder has a load rating of 120kg. Do not exceed this load capacity.** * **DO NOT use ladder unless you are competent in its safe use  and operation.** * **Never use this ladder if any of the parts are missing or damaged.** * **Always complete as much work as possible at ground level before using the ladder to finish the job.** * **Avoid using extension ladders in very wet or windy conditions.** |

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| **POTENTIAL HAZARDS**   * Falls from height **◼** Falling objects **◼** Repetition of movement * Duration of task **◼** Slips/trips/falls **◼** Climbing with loads * Electrical safety **◼** Sprains/strains * Ladder knocked by pedestrian |

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| **PRE-OPERATIONAL SAFETY CHECKS**   1. Make sure the ladder is appropriate to the task. 2. Observe the area in which you wish to position the ladder and assess for risks e.g. open doorways, overhead power lines, electrical hazards, uneven ground. Remove (or reduce to an acceptable level) any risks, or seek an alternative safe means of access. 3. Where the ground is firm but uneven, use a ladder leveller. 4. Check that stiles/rungs/clutch/pulley/rope/guides and feet are in sound condition prior to use. 5. The ladder must be extended one metre, or three rungs, past the top of the structure. 6. Do not use an extension ladder in a horizontal position e.g. as a bridging structure or trestle. 7. Ensure the clutch is fully engaged before climbing. 8. Extension ladders should generally only be used as a means of access to or egress from a work area. Only use as a working platform for light work or short duration that can be carried out safely on the ladder. |

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| **OPERATIONAL SAFETY CHECKS**   1. Ensure that the ladder is on firm level surface and both feet are in contact with the ground. 2. Always wear fully enclosed, well-fitted footwear with slip resistant soles. 3. Always employ safe lifting practices when moving or handling ladders e.g. seek assistance to move and stand ladders, be aware of others and property when carrying ladders. 4. Be aware of the position of your hands when using ladders to avoid entrapment. 5. Always face the ladder when ascending or descending. Keep three limbs in contact with the ladder at all times. 6. Always position the ladder at the correct angle. For every four metres of unsupported ladder length, the base of the ladder should be one metre from the bottom of the vertical wall. 7. The ladder should be secured against slipping at both the top and the base of the ladder. Use ladder anchor plates wherever installed. Alternatively, lashing the top of the ladder to the wall is acceptable. When the ladder cannot be secured at the base, an assistant should secure the base of the ladder from slipping. 8. Ensure that the surface the ladder is resting against is flat and is in sound condition. 9. Pole straps must be used against structures such as trees and poles. 10. Wear a tool belt to keep your hands free to hold the ladder. 11. Do not over reach. Climb down and move the ladder along. 12. Do not leave ladders unattended while they are erected. |

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| **HOUSEKEEPING**   * Return ladders to secure storage in a clean and in safe working order. * Enter any maintenance in an equipment maintenance record. |

**Date of last review: Signature:**