

**Platform Ladder**

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| * **DO NOT use platform ladder unless you are familiar in its safe use and operation.**
* **Always complete as much work as possible at ground level before using the ladder.**
* **Make sure the platform ladder is stable before climbing.**
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| **POTENTIAL HAZARDS*** Falls from height **◼** Falling objects **◼** Awkward posture **◼** During of task
* Repetition of movement **◼** Sprains/strains **◼** Over-balancing **◼** Slip/trip/fall
* Electrical hazards **◼** Climbing with loads
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| **PRE-OPERATIONAL SAFETY CHECKS**1. Familiarise yourself with the safety instructions on the ladder.
2. Wear slip-resistant footwear. Never wear sandals, high heels or flip-flops. Wear appropriate clothing (e.g. no loose or flapping clothing, or clothing that restricts movement when climbing
3. Do not use if affected by a medical condition or medication.
4. Keep ladder clear of live wires, electrical hazards and ceiling fans.
5. When transporting your ladder check for overhead power lines, live wires, service cabling or electrical hazards.
6. Carefully inspect your ladder to ensure there are no worn parts or damage before climbing:
* joints between steps and side rails tight, all fittings secure, moving parts operate freely
* rungs and platform are free of paint splatter, grit, oil and grease, welds are intact, and
* all components of ladder intact including side rails, rungs, platform, feet, hand grip.

 If any component is found to be worn or damaged, **rectify any faults before use.**  |

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| **OPERATIONAL SAFETY CHECKS**1. Complete as much of the task at ground level as possible.
2. Ensure the ladder is placed on dry, firm, level ground/floor. Uneven footing may cause the ladder to rock. If this occurs re-position the ladder until all feet have firm contact with the floor. Always check there is no rocking movement before climbing the ladder.
3. If castors are fitted to the ladder, ensure rubber feet have firm contact with the floor when the springs are depressed.
4. Ensure the ladder is fully opened and the spreader bar is locked into position. Check for overhead obstructions before climbing.
5. Only light work is to be undertaken on the ladder. Always face towards the ladder when climbing, and always maintain three points of contact with the ladder. Use a tool bag or tool belt to help to keep hands free.
6. Only one person is permitted on the ladder at any time. A second person may stand alongside the ladder and help to steady it, or pass materials/tools up if required. Do not lift heavy weights that unbalance the ladder.
7. Never stand or sit on the top cap or use the rails around the top as a step. It is not designed to be used as a tread/seat or step. Always stand in the centre of the platform.
8. Do not over reach whilst using the ladder. Maintain the majority of your body weight inside the perimeter of the platform.
9. Do not ‘walk’ the ladder while on it. Always get off to shift position.
10. Before moving a ladder, take care to ensure that all tools and other items have been removed.
11. Be mindful of your concentration and fatigue level. Avoid becoming overconfident when using ladders during repetitive tasks.
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| **HOUSEKEEPING*** Return ladders to secure storage in a clean and in safe working order.
* Regularly check ladder feet for excessive wear.
* Enter any maintenance in an equipment maintenance record.
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**Date of last review: Signature:**