

**Single side ladder**

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| * **DO NOT use this ladder unless you are familiar in its safe use and operation.** * **Ensure the ladder is the correct height for the task to avoid reaching or stretching. Is there a safer option?** * **Always complete as much work as possible at ground level before using the ladder to finish the job.** |

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| **POTENTIAL HAZARDS**   * Repetition of movement **◼** Awkward posture **◼** Duration of task **◼** Slip/trip/fall * Climbing with loads **◼** Electrical hazards **◼** Sprains/strains **◼** Over-balancing |

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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), ensure clothing does not restrict 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 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 are tight, all fittings secure, moving parts operate freely * rungs are free of mud, grit, oil and grease, welds are intact * all components of ladder intact and in sound condition including side rails, steps, rungs, cleats, feet, castors   If any component is found to be worn or damaged tag and remove from service. **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 reposition 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 secured against slipping or sliding and/or there is another person holding the base of the ladder. 5. 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. 6. Ensure the ladder is fully opened and the spreader bar is locked into position. Check for overhead obstructions before climbing. 7. 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. 8. **Never stand on the top two steps**. 9. Do not over reach whilst using the ladder. Maintain the majority of your body weight inside the perimeter of the ladder feet. 10. Always climb down to shift position. Do not ‘walk’ the ladder whilst on it. 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. * Enter any maintenance in an equipment maintenance record. |

**Date of last review: Signature:**