

**Step ladder**

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| * **DO NOT use this ladder unless you are familiar in its safe use and operation.** * **Make sure the ladder is appropriate to the task.** * **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 * Loss of balance **◼** Electrical hazards **◼** Sprains/strains **◼** Over-reaching |

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| **PRE-OPERATIONAL SAFETY CHECKS**   1. Always ensure the ladder is placed on a firm, level surface. 2. Check that each foot on the ladder is in contact with the surface. 3. 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 paint splatter, mud, grit, oil and grease, welds are intact * all components of ladder are intact including stiles, spreaders, rungs and feet.   If any component is found to be worn or damaged **rectify any faults before use.**   1. Ensure that spreaders are fully extended prior to use. Do not use a ladder if the spreader is missing, loose or damaged. 2. Ensure the ladder is the correct height for the task to avoid over-reaching or stretching. 3. Regularly check ladder feet for excessive wear. 4. Do not exceed the load rating of the ladder. |

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| **OPERATIONAL SAFETY CHECKS**   1. Ensure ladder is stable. Check for overhead hazards before climbing. 2. When ascending or descending a ladder you must be facing the ladder and have three points of contact with the ladder at all times. 3. Do not stand on the top cap as you may lose your balance 4. Do not over-reach when using the ladder – ensure your body is centred within the foot area of the ladder. 5. Do not stand on the top step. 6. Always descend the ladder prior to moving the ladder – do not ‘walk’ the ladder. 7. Never use a closed stepladder as a non-self-supporting ladder (e.g. leaning against a wall). 8. Do not climb from one ladder to another. 9. Do not use ladders as trestles as they are not designed for this type of use. 10. Have materials passed to you so that you can concentrate on maintaining your balance. 11. Be mindful of your concentration and fatigue level. Avoid becoming overconfident when using ladders during repetitive tasks. 12. Do not use the ladder adjacent to open windows, stairwells or unprotected edges. |

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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:**