



A.B.N. 43 009 438 073



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## OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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### SAFETY WORK INSTRUCTIONS

Task Operation: USE OF LADDERS		Form SW 008 Rev A	
Special Comments: This procedure is to be used with any operating manuals or training relevant to the tasks. Platforms or scaffolds should be used for heavy or lengthy work			
ACTIVITY	HAZARDS	HOW TO DO IT	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Safety Precautions	Electrocution Falling Falling Tools Strains	<ul style="list-style-type: none"> <li>· Check for overhead electrical hazards</li> <li>· Perform visual check for obvious faults and defects</li> <li>· Ensure clean surface for placing ladder</li> <li>· Ladders must be used on level surfaces</li> <li>· Do not place a ladder in front of a doorway unless locked or guarded</li> <li>· Never use drums, boxes etc., to gain extra height</li> <li>· Secure work area around the ladder</li> <li>· Clean mud, grass etc., from boots to prevent slippage</li> <li>· Use a tool pouch to carry tools</li> <li>· Do not leave tools and equipment in ladder rungs</li> <li>· Do not over-reach</li> <li>· Only one person on a ladder at any one time</li> <li>· Face the ladder at all times</li> <li>· Ladders should only be used to gain access or for simple operations</li> </ul>	  
Extension Ladders	Falling tools Strains	<ul style="list-style-type: none"> <li>· The top should be lashed into position (by side rails) otherwise a person must remain at the bottom to secure the ladders</li> <li>· Slope of the ladder should not exceed four in one (one metre out for four metres up)</li> <li>· The ladders should extend one metre above landing place</li> <li>· The Ladders must be placed against a fixed and stable support</li> <li>· Do not climb higher than the third rung from the top (Workcover Safety Guide 4503)</li> </ul>	
Step Ladders	Falling Falling tools Strains	<ul style="list-style-type: none"> <li>· Ensure step ladder legs are fully spread</li> <li>· Do not climb higher than third step from the top</li> </ul>	