

SOP - Ladders Use and Maintenance

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process.
Additional training may be required for high risk plant/work. Site and task may change required PPE.
PPE.

PERSONAL PROTECTIVE EQUIPMENT



Foot protection must be worn



High visibility clothing must worn



Safety harness must be worn



Head protection must be worn

POTENTIAL HAZARDS AND RISKS

- ⓘ Struck by Moving Object**
Struck by falling object
- ⓘ Cutting, Stabbing or Puncturing**
Injury from falling object
Injury from unexpected movement of plant
- ⓘ Other**
Injury due to fall from heights
- ⓘ Electrical Shock or Burn**
Electrical shock or burn from plant contact with live electrical conductors
- ⓘ Manual Task Injury**
Manual task injury from repetitive movements

SAFETY INSTRUCTIONS

- ✓ Carry step ladders in the closed position
- ✓ Carry single or extension ladders parallel to the ground and hold the side rail in the middle of the ladder to balance the load. Get help to carry very long ladders
- ✓ Face the ladder when ascending and descending
- ✓ Climb down and move the ladder if needed, do not attempt to 'jog' or 'walk' the ladder

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Is the ladder the safest, practical means of access for the task (can the task be done another way?)
- ✓ The ladder is appropriate for the task and
 - Used only for the purpose it was designed
 - Side rails of the ladder extended at least 1m above the landing of the access point
- ✓ Ladder has been inspected before use
 - Joints between step and side rails tight, all fittings secure, moving parts operating freely
 - Rungs free of grease and oil
 - All components of ladder intact including side rails, steps, rungs or cleats

OPERATIONAL SAFETY CHECKS

- ✓ Ladder based on firm footing and secured against slipping
- ✓ Ladder tied off at the top, blocked, secured or held by a second worker when in use
- ✓ Straight ladders erected at the angle of 4:1 (75° - 80°)
- ✓ Step ladders opened fully and ladders locked, spreaders or braces engaged before climbing
- ✓ Upper and lower sections of extension ladders overlapped to provide stability
- ✓ Ladders not blocking doorways, barriers are set up if it necessary to block a passageway

- ✓ Weight of the ladder places squarely on ladder feet and not on the rungs
- ✓ Two or more people used to erect long or heavy ladders

Using the ladder –

- ✓ Three points of contact maintained at all times when climbing
- ✓ Only one person on the ladder at a time
- ✓ Weight limit of the ladder not to be exceeded
- ✓ Tools to be carried on a belt or tool pouch and materials hoisted
- ✓ Persons in drop zone are required to wear hard hat
- ✓ Rungs grasped rather than side rails if foot slips
- ✓ Appropriate footwear to be worn
- ✓ Over reaching prevented, ladder re-positioned if needed (limit side reaching – your belt buckle/centre of body should be no farther than the side of the rail)

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not use mobile phone while operating plant
- ✗ Do not place ladder on any other items to increase height e.g. boxes, tables
- ✗ Do not stand above the third rung from the top of single extension ladders. Keep feet below the point at which ladder touches the wall or vertical support
- ✗ Do not allow more than one person on a ladder at a time
- ✗ Do not use metal or metal reinforced ladders near electricity cables

*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.