

## SOP - Ladders

**DO NOT** use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE. Additional SOP will be required for Plant and tools used

### PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task



### OTHER SIGNAGE



### POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Damage to Property	Environment
Public areas	Outdoor work
Heights	Utilities & Services

#### Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Heights

#### Licence or VOC Required: No

#### Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed
- ✓ Documented 6 monthly check of ladder.

#### Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed

- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

#### Tools & equipment required

- ✓ As selected for the required task
- ✓ Ladders

#### Operating Procedures / Methodology:

##### Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Exclusion zones
- ✓ Separate ladders for ascent and descent should be considered
- ✓ When using ladders in doorways ensure the door is fastened open, locked or guarded.

- ✓ Ladders shall rise to a height of at least 1 m above any landing place
- ✓ Where a ladder passes through the opening, the opening shall be as small as possible
- ✓ "trestle" ladder shall support a plank

### Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Ladders should only be placed on level and firm footing
- ✓ The base of the ladder should be ¼ of its length away from the surface it is resting on.
- ✓ Ladders must be secured at top and bottom.
- ✓ Only one person at a time may use or work from a single ladder.
- ✓ Always face the ladder and maintain three points of contact.
- ✓ Carry tools in a tool belt, pouch or holster, not in your hands.
- ✓ When working from a ladder do not overreach.

### Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

### Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

### **DO NOT!**

- ✗ **Use metal ladders and no ladder reinforced by wire for electrical work**

- ✗ **Join ladders.**
- ✗ **Use ladders as a guy, brace, tom, strut, beam, skid**
- ✗ **climb higher than the third top of the ladder**
- ✗ **rest ladder against glass or a movable structure. Use trestles or scaffolding.**
- ✗ **Alter this SOP without Management approval**

### Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
  - [First aid in the workplace](#)
  - [Work health and safety consultation, co-operation and co-ordination](#)
  - [Managing noise and preventing hearing loss at work](#)
  - [How to manage and control asbestos in the workplace](#)
  - [How to manage work health and safety risks](#)
  - [Hazardous manual tasks](#)
  - [Managing the work environment and facilities](#)
  - [Manual tasks involving the handling of people](#)
  - [Managing the risk of falls at workplaces](#)
  - [Electrical safety - Works](#)
  - [Electrical safety - Managing electrical risks in the workplace](#)
- ✓ Standards
  - AS 1319 Safety signs for the occupational environment
  - AS 1873.3 Powder-actuated hand-held fastening tools
  - AS 1891.4 Industrial fall-arrest systems and device
  - AS 1892.1 Portable ladders - Metal
  - AS 1892.2 Portable ladders – Timber
  - AS 1892.5 Portable ladders - Selection, safe use a ladder
  - AS 2293 .2 emergency evacuation
  - AS 3017 Electrical installations - Testing and inspection
  - ISO45001 OH&S management systems
  - ISO 31000 Risk management

### Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

### Worker sign-off

Refer to Worker's induction file for signed documents