SAFE WORK INSTRUCTION
STRAIGHT AND EXTENSION LADDERS

PERSONAL PROTECTIVE EQUIPMENT

Rings and jewellery must not be worn.

POTENTIAL RISKS

1. Falling from the ladder.
2. Rings, jewellery and clothing snagging on the ladder.
3. Ladder toppling or falling over.
4. People walking into the ladder.
5. Dropping objects from height.

DON’Ts

- Do not use ladders as a work platform. They are suitable only for short term light work or access.
- Do not use faulty equipment. Immediately report suspect ladders to your supervisor.
- Do not exceed the safe working load – use industrial rated ladders if you are using tools.
- Do not attempt to use the ladder on soft or unstable ground.
- Do not use metal ladders near electricity.
- Do not use the two top steps.
- Never over-reach sideways - get down and move the ladder.
- Avoid side-on work. Have the steps face the task if you can.

PRE-OPERATIONAL SAFETY CHECKS

- Try not to work alone.
- Ensure you have been shown how to safely use the ladder.
- Conduct a pre-use check to make sure the ladder is safe to use. Look for broken or missing parts, and make sure the extension locks work.
- Wear suitable footwear. Avoid high heels or slip on shoes/jandals.

OPERATIONAL SAFETY CHECKS

- Watch out for pedestrians and be cautious of doors. Lock them if possible.
- Place the ladder against the support. The correct angle for a ladder is one (1) unit of measurement out at the base for every four (4) units of height.
- Brace or tie the ladder so it does not slip away from the support.
- A ladder should project at least one (1) metre above any landing place if used for access.
- Always face the ladder and use both hands when climbing up or coming down.
- Maintain three points of contact at all times.

ENDING OPERATIONS AND CLEANING UP

- Check the ladder has not been damaged.
- Stow it in an area where it will not be a hazard.