# SAFE WORK INSTRUCTION
## STEP LADDER

### PERSONAL PROTECTIVE EQUIPMENT

**Rings and jewellery must not be worn.**

<table>
<thead>
<tr>
<th>POTENTIAL RISKS</th>
<th>DON'Ts</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Falling from the ladder.</td>
<td>✗ Do not use ladders as a work platform. They are suitable only for short term light work.</td>
</tr>
<tr>
<td>☐ Rings, jewellery and clothing snagging on the ladder.</td>
<td>✗ Do not use faulty equipment. Immediately report suspect ladders to your supervisor.</td>
</tr>
<tr>
<td>☐ Ladder toppling or falling over.</td>
<td>✗ Do not exceed the safe working load – use industrial rated ladders if you are using tools.</td>
</tr>
<tr>
<td>☐ People walking into the ladder.</td>
<td>✗ Do not attempt to use the ladder while on an incline or sloping surface, or on soft or unstable ground.</td>
</tr>
<tr>
<td>☐ Dropping objects from height.</td>
<td>✗ Do not use metal ladders near electricity.</td>
</tr>
</tbody>
</table>

### 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 braces and leg 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.
- Make sure the braces lock the legs open when you erect the ladder.
- Always face the ladder and use both hands when climbing up or coming down.
- Maintain three points of contact at all times.
- Work between the stiles (uprights). Your belt buckle should remain within the stiles of the ladder at all times.
- Secure paint tins and tool bags to the ladder to free up your hands.

### ENDING OPERATIONS AND CLEANING UP

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