

Due North Gardens – Safety Operating Procedures

LADDERS

DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



PRE-OPERATIONAL SAFETY CHECKS

- ✓ Is a ladder the safest, practical means of access for the task. Can it be done another way?
- ✓ Is the ladder appropriate for the task and used for the purpose that it was designed.
- ✓ Side rails of the ladder extend at least 1m above the landing or access point.
- ✓ Ladder has been inspected before use.
- ✓ Joints between step and side rails tight, all fittings secure, moving parts operate freely.
- ✓ Rungs are free of grease and oil.
- ✓ All components of the ladder are intact including side rails, steps, rungs or cleats.

OPERATIONAL SAFETY CHECKS

- ✓ Face the ladder when ascending and descending.
- ✓ Ensure that the ladder is based on a firm footing and secured against slippage.
- ✓ Ladder is 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
- ✓ Step ladders are opened fully and ladder locks, spreaders or braces engaged before climbing.
- ✓ Upper and lower sections of extension ladders overlapped to provide stability.
- ✓ Weight of the ladder placed squarely on the ladder feet.
- ✓ Only one person on the ladder at a time and weight limit of the ladder not exceeded.
- ✓ Rungs clasped rather than side rails.
- ✓ Appropriate footwear is worn.
- ✓ Do not over reach.
- ✓ Carry step ladders in the closed position.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Falling from a ladder that is not positioned correctly
- ⓘ Climbing to high above the 2nd top rung
- ⓘ Uneven ground
- ⓘ Hair/clothing getting caught in moving machine parts.

DON'T

- ✗ Do not place the ladder on any other items to increase the height. e.g boxes, tables.
- ✗ Do not stand above the second rung from the top of single or extension ladders.

This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.