

STANDARD OPERATING PROCEDURE

LADDER - EXTENSION

**ONLY TRAINED PERSONNEL
AUTHORISED TO OPERATE THIS LADDER**



Identified Hazards

- Falls to Same and Lower Levels
- Overhead Objects
- Slips
- Electricity

Personal Protective Equipment Requirements to Operate



Other | Additional PPE Requirements:

Operating Instructions

Pre-Operational Safety Checks

- Is a ladder the safest, practical means of access for the task (can the task be done another way?)
- Is the ladder is appropriate for the task and;
 - Industrial rated at 120kg or greater and to be used only for the purposes for which it was designed.
 - Use non-conductive ladders where any potential electrical hazard exists.
 - Does not require you to stand higher than the 3rd to top rung.
- Inspect the ladder for obvious damage including non-slip feet, stiles, steps / rungs / cleats and rung locks.
 - Treads / Steps - pay particular attention to any cracks in welds, loose, worn or missing rivets and damaged or worn press fittings.
- 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.
- Ensure suitable & safe work area provided with adequate lighting, free from congestion & tripping hazards.

Operational Safety Checks

- **NEVER** operate a faulty piece of equipment. Report any faults, problems or hazards **IMMEDIATELY**.
- If the job obstructs a thoroughfare or doorway erect a barricade and signage where required
- Ensure required PPE is available and worn particularly suitable footwear.
- Ladder based on firm footing and secured against slippage:
 - Tied off at the top, blocked, secured or held by a second worker when in use.
- Straight ladders positioning: place the ladder base at a 1:4 ratio from the vertical (horizontal / vertical).
- Keep feet below the point at which the ladder touches the wall or vertical support.
- Upper and lower sections of extension ladders overlapped to provide stability.
- Face the ladder when ascending and descending keeping three points of contact at all times when climbing.
- Weight of the ladder to be placed squarely on the ladder feet and not on the rungs
- Only one person on the ladder at a time and weight limit of ladder not exceeded.
- Tools to be carried on a belt or tool pouch and materials hoisted.
- Avoid over reaching or working adjacent an edge where you can fall to a lower level
 - Ladder to be re-positioned if needed | re-assess suitability of ladder – consider alternate means
 - Limit side reaching - your centre of body should not extend beyond the side rail
- Clean up and dispose of debris from the work area both during and upon completion of the task.
- Store ladder the so as to avoid damage or personal injury when the task completed

REFER TO THE MANUFACTURER’S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS