

# STANDARD OPERATING PROCEDURE

## LADDER - STEP

**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 3<sup>rd</sup> to top rung unless fitted with side rails or a platform.
- Inspect the ladder for obvious damage including non-slip feet, stiles, steps / rungs / cleats, spreader bar, handrails and platform (where fitted).
  - Treads / Steps - pay particular attention to any cracks in welds, loose, worn or missing rivets and damaged or worn press fittings.
  - Spreader Bar - pay particular attention to those that are damaged, missing, bent, or worn. Also damaged or missing rivets or bolts connecting spreader bars or to stile.
- 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 to be based on firm footing and not place on any other items to increase height
- Face the ladder when ascending and descending.
- Weight of the ladder to be placed squarely on the ladder feet and not on the rungs
- Ladder opened fully and ladder locks, spreaders or braces engaged before climbing.
- Face the ladder when ascending and descending keeping three points of contact at all times when climbing.
- 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.
- Carry the step ladder in the closed position.
- 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**