

SPECIAL INSTRUCTIONS:

1. Ladders used in workplaces must conform to AS/NZS 1892 *Portable ladders*.
2. Always select the most appropriate ladder for a task, taking into account the nature and the duration of the task.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Selection	Design and construction Slips, falls Electric shock	Industrial ladders with a load rating of at least 120 kg only are to be used at a workplace – domestic ladders must not be used. Access only to roof, platform, etc., with no work process – extension ladder. Short duration and light maintenance work – step ladder is suitable. Longer duration work, more complex tasks, picking stock from shelves, racking, etc – platform ladder. Do not use metal ladders or wire reinforced ladders near electrical wiring or on work where electrical hazards may be present.	Do not use Access Secure ladder to prevent movement. Open legs fully and secure braces. Ensure that foot stops are in good order and working correctly. Non-conductive ladders only are to be used on electrical work.
2. Inspection	Damage to ladder	Inspect stiles for cracks, splits or impact damage. Inspect reinforcing wire (if fitted) – must be intact. Inspect rungs or steps -no wear or damage, and be clean of oil or grease. Non-slip ladder feet must be fitted correctly, and be in sound condition.	Do not use ladders if damaged, worn or missing parts.
3. Setting up & use	Falls	Wear non-slip soled footwear, with soles free of oil, grease or other matter. Ladders should always be set up on a firm, clean, level surface. Do not “block up” under ladder feet – use ladder leveller or other sound means of provision of a sound footing. Climb and descend ladder facing the ladder and with three body limbs in contact with the ladder at all times. Always face the ladder, and climb or descend slowly. Do not carry anything in the hand while climbing or descending a ladder – use other means of hauling tools, materials, etc, up to the work level.	Ensure footwear has clean soles. Ensure ladder is stable before use. Ensure that ladder is adequately supported and has firm footing, and feet cannot move. Always maintain 3 points of contact on ladder to climb or descend. One person at a time only to be on ladder. Use assistant to hold ladder in place until top of ladder can be secured.
4. Single and extension ladders	Falls	Access ladders must extend at least 1 metre above the level to be accessed (pole work excepted), and be secured against accidental movement. Ladders should be set up with a slope of 4 up, 1 out (except where used in a confined space, and ladder is secured at top and bottom to stop movement). Single ladders must not exceed 6.1m in length. Extension ladders must not exceed 9.2m for electrical work, or 7.5m for all other work. Only work on job within easy arm’s reach from the ladder. Never use a ladder as a means of crossing a space or opening.	Do not climb higher than third top rung. Pole strap must be used for work on poles. Ensure ladder has good footing on a firm stable surface, and cannot move. Rule not applicable for confined space work. Rule not applicable for confined space work. Do not over-reach from ladder. Do not misuse ladders.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
5. Step ladders	Falls	<p>Ensure step ladder is opened fully, and brace is locked in place securely.</p> <p>Ensure that all feet of ladder are fitted with non-slip caps to stop movement.</p> <p>Ensure that all feet of ladder are in good contact with a firm, stable surface.</p> <p>Never stand on top two rungs of step ladder, on top of the step ladder, or on the rear horizontal braces.</p>	<p>Do not use as a trestle for planks.</p> <p>Only one person at a time to be on step ladder.</p> <p>Do not stand on top two rungs or the top of a step ladder.</p>
6. Work platforms	Falls	<p>Work platforms must have rubber caps fitted to all feet, and legs must slide freely without binding.</p> <p>Ensure that folding work platforms are opened fully and braces are correctly locked in position before use.</p> <p>Ensure that all feet of platform are in contact with a firm, stable surface.</p> <p>Ensure that all treads and platform surfaces are clean and free from oil, grease, etc.</p>	<p>Ensure that platform sits firmly on ground and does not move before climbing.</p> <p>Only one person at a time to be on platform or ladder.</p>
7. Trestle ladders	Falls	<p>Trestles must be placed on a firm stable surface and prevented from slipping while in use.</p> <p>Secure trestle from moving by either tying to a sturdy wall, bracing to the ground, or by applying weights to the bottom of the trestle.</p> <p>Suitable edge protection must be provided at each location where a person may fall more than heights specified by regulations in each state.</p> <p>Protection must be provided along outer edge, and at ends of platforms.</p> <p>Gap between platform and wall must not exceed 225mm.</p>	<p>Ensure that sound stable footing is available for trestles.</p> <p>Ensure that trestle is secured against movement.</p> <p>Platforms supported by trestles must not be more than 5 metres above ground level.</p> <p>Platforms must be at least 225mm wide for light work, and 450mm wide for other work.</p>
8. Fixed ladders	Falls	<p>Fixed ladders must conform to AS1657 <i>Fixed platforms, walkways, stairways and ladders – Design, construction and installation</i>.</p> <p>Means of preventing a person falling (such as ladder cages, fenced platforms, and fall arrestor systems) are to be provided on fixed ladders.</p> <p>Persons must wear an approved safety harness attached to a fall arrestor system (e.g., anchorage line system, double lanyard, etc.) when accessing heights using ladders or climbing structures.</p>	<p>Do not use non-conforming ladders.</p> <p>Refer to AS/NZS 1891 <i>Industrial fall arrest systems and devices</i>.</p> <p>At least one lanyard of a double lanyard system must be attached to an anchor point at all times.</p>