



LOCKSMITHS

SAFE OPERATING PROCEDURE LADDER - Extension

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

PERSONAL PROTECTIVE EQUIPMENT

 CLOSE FITTING PROTECTIVE CLOTHING MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 HI VISIBILITY CLOTHING OR VEST MUST BE WORN	 ALWAYS FACE THE LADDER USE BOTH HANDS CLIMB SLOWLY	 MAINTAIN THREE POINTS OF CONTACT AT ALL TIMES	 RISK OF ELECTRIC SHOCK	 PREVENT A FALL DO NOT USE LADDER IN HIGH WINDS	 DANGER FALL HAZARD



PRE-OPERATIONAL SAFETY CHECKS

- Conduct a task Risk assessment. Is a ladder the safest, practical means of access for the task? Can the task be done another way?
- Always refer to the manufacturer's label for load ratings and other safety information. The rated capacity must be sufficient to accommodate the weight of the user and their load when using the ladder. Do not exceed the load capacity.
- Ensure the ladder is appropriate for the task and;
 - Is only used for the purpose for which it was designed
 - The side rails extend at least 1m above the landing or access point.

- ALWAYS inspect the ladder before each use** to ensure there are no worn parts or damage before climbing;
 - Joints between steps and side rails are tight, all fittings/rivets are secure and moving parts operate freely.
 - Welds are intact.
 - Rungs are free of mud, paint splatter, oil and grease.
 - Stiles, rungs, clutch, pulley, rope, guides and feet are in sound condition.
 - All components of the ladder are intact including side rails, steps, rungs and the feet are in sound condition.
 - Side rails and rungs are free of excessive denting or other signs of wear.
- Keep any auxiliary equipment in good condition at all times (e.g. levellers, anchor points, wall plates, platforms).
- If any component is found to be worn or damaged immediately remove the ladder from service, tag it as "Out-of-Service" and notify the appropriate supervisor. **FIX ANY FAULTS BEFORE USE.**

OPERATIONAL SAFETY CHECKS

General

- Ladders should only be used for low risk, short duration work.
- Face the ladder when ascending or descending and maintain 3 points of contact.

Date of last review	Name	Signature
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- ✓ Do not place the ladder on any other items to increase its working height e.g. boxes, tables etc.
- ✓ The top three rungs down on a ladder are not intended for climbing. Do not stand above the third rung from the top of extension ladders.
- ✓ Keep feet below the point at which the ladder touches the wall or vertical support.
- ✓ Wear slip-resistant, closed-toe, sturdy footwear. Never wear sandals, high heels or flip-flops. Wear appropriate clothing (e.g. no loose or flapping clothing, and ensure clothing does not restrict movement when climbing).

OPERATIONAL SAFETY CHECKS (Cont.)

- ✓ Do not use an extension ladder in a horizontal position (e.g. as a bridging structure or trestle).
- ✓ Extension ladders should generally only be used as a means of access to or egress from a work area. Only use as a working platform for light work of short duration that can be carried out safely on the ladder.
- ✓ Climb down and move the ladder if needed – DO NOT attempt to 'jog' or 'walk' the ladder to change its position.
- ✓ DO NOT overreach when using the ladder.
- ✓ Ladders should be used primarily as a means of access to or egress from a work area. They should only be used as a work platform if:
 - other methods of working at the required height are not reasonably practicable, and
 - a risk assessment is carried out to minimise the risks associated with the work to be done from the ladder.
- ✓ Carry 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.
- ✓ When transporting your ladder check for overhead power lines, live wires, service cabling, electrical fittings (e.g. ceiling fans) or electrical hazards.

Setting up the ladder

- ✓ Inspect the area to ensure there are no surface, aerial or nearby hazards.
- ✓ Do not position a ladder in an area where it can be bumped or dislodged (e.g. doorway, passage way, window opening). If a ladder needs to be located where it can be struck or displaced, secure the area by locking doors, placing barricades or use another appropriate action.

- ✓ Ensure the ladder is based on dry, firm, level surface and secured against slippage and not subject to skidding or slipping. Position the ladder until all feet have firm contact with the floor. Always check there is no rocking movement before climbing the ladder. Do not use blocks, rocks, boxes, or other items to "level up" or gain height. Use an approved ladder leveller.
- ✓ If castors are fitted to the ladder, ensure rubber feet have firm contact with the floor when the springs are depressed.
- ✓ Ensure extended ladders are erected at an angle of 4:1 - (75°-- 80°).
- ✓ The ladder should be secured against slipping at both the top and the base of the ladder. Use ladder anchor plates wherever installed. Alternatively, lashing the top of the ladder to the wall is acceptable. When the ladder cannot be secured at the base an assistant should secure the base of the ladder from slipping.
- ✓ Ensure upper and lower sections of extension ladders are overlapped to provide stability.
- ✓ Ensure that the surface the ladder is resting against is flat and is in sound condition.
- ✓ Pole straps must be used against structures such as trees and poles.
- ✓ Ensure the clutch is fully engaged before climbing.
- ✓ Two or more people must be used to erect long or heavy ladders.
- ✓ Do not use a ladder in strong winds, inclement weather or when visibility is poor (e.g. poorly lit areas).

Using the ladder

- ✓ Do not work at heights if affected by a medical condition or medication.
- ✓ Ensure appropriate footwear is worn.
- ✓ Ensure three points of contact are maintained at all times when ascending or descending.
- ✓ Climb down and move the ladder if needed – DO NOT attempt to 'jog' or 'walk' the ladder to change its position.
- ✓ Only one person on the ladder at a time and the rated capacity of the ladder is not exceeded.
- ✓ Always carry tools on a belt or tool pouch and materials are hoisted.

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- Ensure rungs are grasped rather than the side rails for more safety if a foot slips.
- Ensure over reaching is prevented;
 - Limit side reaching - your belt buckle/centre of body should not be further than the side rail).
 - Re-position the ladder if needed.
- Do not leave ladders unattended while they are erected.

ENDING OPERATIONS AND CLEAN UP

- Fully retract the extended ladder and carry it parallel to the ground. Hold the side rail in the middle of the ladder to balance the load. Get help to carry very long ladders.
- When transporting your ladder check for overhead power lines, live wires, service cabling, electrical fittings (e.g. ceiling fans) or electrical hazards.
- Ladders are to be stored so as to avoid damage or personal injury.
- Leave the ladder in a safe, clean and tidy state.

MAINTENANCE

- Maintenance/repairs must only be performed by suitably qualified personnel to ensure the ladder is safe for use.
- This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- Fall from height
- Falling objects.

POTENTIAL HAZARDS AND INJURIES (Cont.)

- Awkward posture.
- Duration of task.
- Repetition of movement.
- Sprains/strains.
- Pedestrians.
- Electrocution.

DON'T

- DO NOT use the ladder without thoroughly inspecting it before each use

- DO NOT operate equipment without wearing appropriate PPE
- DO NOT work at heights if affected by a medical condition or medication.
- DO NOT use blocks, rocks, boxes, or other items to "level up" or gain height.
- DO NOT position a ladder in an area where it can be bumped or dislodged.
- DO NOT face away from the ladder when going up or down, or when working from it.
- DO NOT use metal or metal reinforced ladders when working on live electrical installations.
- DO NOT attempt to 'jog' or 'walk' the ladder to change its position.
- DO NOT use a ladder in strong winds, inclement weather or when visibility is poor (e.g. poorly lit areas).
- DO NOT overreach (the worker's belt buckle should remain within the ladder stiles throughout the work).
- DO NOT work over other people.
- DO NOT allow anyone else to be on the ladder at the same time.
- DO NOT leave ladders unattended while they are erected.
- Do not use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.



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110 Bell Street, Preston VIC 3072
PH: (03) 9495 1122 FAX: (03) 9495 1133
www.wynnslocksmiths.com.au
sales@wynnslocksmiths.com.au

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I confirm I am competent to use an extension LADDER following my training and reading of the attached Safe Operating Procedure

Date	Name	Signature



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Amendments and notes to be review prior to bi-annual update.

Date	Name	Item Description



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