



LOCKSMITHS

SAFE OPERATING PROCEDURE LADDER - Step

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?
- The step ladder user must be fit to be working at height.
- 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.
- Ensure the ladder is appropriate for the task and;
 - Is only used for the purpose for which it was designed.
- ALWAYS inspect the step 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.
- Treads are free of mud, paint splatter, oil and grease.
- All components of the ladder are intact including side rails, steps, treads and the feet firmly attached and in sound condition.
- Side rails and treads are free of excessive denting or other signs of wear.
- Secure locking devices.
- Secure fastenings when the step ladder is extended.

- 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

- Do not work at heights if affected by a medical condition or medication.
- Step ladders should only be used for low risk, short duration work.
- 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).

Date of last review	Name	Signature
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- ✓ Inspect the area to ensure there are no surface, aerial or nearby hazards.
- ✓ When ascending or descending a ladder you must be facing the ladder and have 3 points of contact with ladder at all times.
- ✓ **OPERATIONAL SAFETY CHECKS (Cont.)**
- ✓ Do not stand on the top cap.
- ✓ Do not place the ladder on any other items to increase its working height e.g. boxes, tables etc.
- ✓ DO NOT overreach when using the ladder.
- ✓ Unlock and fully collapse the step 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.

Setting up the ladder

- ✓ 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.
- ✓ 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.
- ✓ A step ladder in good position is;
 - Fully open.
 - Locked into place.
 - Will not move at the bottom.
 - Stands on a surface that is:
 - Firm.
 - Level.
 - Clear.
 - Dry.
 - Not slippery.
- ✓ Do not use a ladder in strong winds, inclement weather or when visibility is poor (e.g. poorly lit areas).

Using the ladder

- ✓ Ensure appropriate footwear is worn.
- ✓ Only one person on the ladder at a time and the weight limit of ladder is not exceeded.
- ✓ Only work on a stepladder for a maximum of 15 - 30 minutes at a time.
- ✓ Only carry light materials and tools (up to 10 kg)
- ✓ Do not overreach.
- ✓ Keep both feet on the same rung or step throughout the task.
- ✓ Make sure you have a safe handhold available on the steps.
- ✓ Avoid side-on working.
- ✓ Always carry tools on a belt or tool pouch and materials are hoisted.
- ✓ Ensure rungs are grasped rather than the side rails for more safety if a foot slips.

ENDING OPERATIONS AND CLEAN UP

- ✓ Unlock and fully collapse the step ladder and carry it parallel to the ground Hold the side rail in the middle the ladder to balance the load
- ✓ Ensure ladders are stored so as to avoid damage or personal injury.
- ✓ Ensure the ladder is in a safe, clean and tidy state.
- ✓ Leave the area 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.

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POTENTIAL HAZARDS AND INJURIES

- Falls
- Falling objects.
- 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 face away from the ladder when going up or down, or when working from it.
- DO NOT stand higher than the second tread below the top plate of any stepladder.
- DO NOT stand on the top step.
- DO NOT use blocks, rocks, boxes, or other items to "level up" or gain height.
- DO NOT use a stepladder near the edge of an open floor, penetration, open windows, stairwells, unprotected edges or on scaffolding to gain extra height.
- DO NOT position a ladder in an area where it can be bumped or dislodged.
- DO NOT use metal or metal reinforced ladders when working on live electrical installations.
- NEVER use a closed stepladder as a non-self-supporting ladder (e.g. leaning against a wall).
- DO NOT climb from one ladder to another.
- DO NOT use step ladders as trestles as they are not designed for this type of use.

- 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 use any power (air, hydraulic, electric or battery) equipment or tools specifically designed to be operated with two hands and which may require the operator to brace themselves against the high level of torque exerted by the tool.
- DO NOT carry out work such as arc welding or oxy cutting unless step platforms or other temporary work platforms are not feasible and the task is of short duration and a safe work procedure is followed.
- DO NOT use tools requiring the use of both hands and dynamic movement such as axes and crowbars
- DO NOT use tools which require a high degree of leverage type force which, if released, may cause the user to over balance or fall from the ladder, such as stillsaws or pinch bars.
- DO NOT work over other people.
- DO NOT allow anyone else to be on the ladder at the same time.
- DO NOT use a faulty step ladder. Immediately report any suspect equipment & apply a **DO NOT USE** tag.



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LOCKSMITHS

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

Date	Name	Signature



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