



STEP AND EXTENSION LADDER POLICY

AIM

To prevent injury to employees and others while ladders are being used.

POLICY

QSD is committed to the safe use of ladders. Risk assessments will be conducted prior to the purchase of new ladders and will cover the use of existing ladders in all work situations. Employees will be required to follow the safe working procedures applicable to each type of ladder.

IMPLEMENTATION PROCESS / PROCEDURE

Purchase

- All ladders will be of industrial strength with a load rating of at least 120 kgs.
- Single ladders will not exceed 6.1 meters.
- Extension ladders will not exceed 7.5 meters.

All ladders:

- Will be used to gain access, or
- To carry out work where the trunk of the body remains centred on the ladder and equipment can be used with one hand. That is the person on the ladder should have three points of contact with the ladder at all times. (Exception – Where additional controls such as harnesses are used.)
- Will be used only on a firm base and a level surface.
- Will not be used to support a platform.
- Will not be used on scaffolding or elevated work platforms to gain extra height.
- Will not be placed in access ways.

- Will not be placed where people will be forced to walk under the ladder or plant may collide with the ladder.
- Metal or metal reinforced ladders will not be used where there is a possibility of contacting live electrical power.

Step Ladders

- Will be fully opened when in use.
- Locking spreader will be fully engaged.
- Makeshift spreaders such as rope and chains are not to be used.
- Employees must not stand on the top 2 steps of the ladder to work.

Extension Ladders

- Will be erected at an angle between 70° and 80°.
- Will extend at least 1 metre above a surface being accessed.
- Will be secured against movement at or near its top **or** bottom. (Example – tied to a secure point or another person holding the bottom.)
- While in use the employee's feet must not be less than 900 mm from the top of the ladder.

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Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.