

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-313

Scope of Application: Ok Tedi Mining Limited

Issued: *Dec, 2017*

Document Owner: Manager – OHS & Training

**Why is the Control Important** – Use of fixed or portable ladders that are maintained and appropriate for the task, in combination with following safe practices for securing, climbing on and working from ladders, is critical in preventing falls from ladders.

**Exemption** – Nil.

**Operational Requirements**

## Performance Metrics

|  |  |
| --- | --- |
| Ladders are designed, manufactured and maintained in accordance with recognised standards and listed in a site register. | Ladders are inspected for condition before use and damaged ladders are removed from service. |
| Portable ladders are set-up on a firm stable surface to prevent movement. | Straight ladders are secured before use, either tied-off or supported by another person. |
| Step ladders are positioned in the fully open position with locking devices secure. | An exclusion zone is established around the ladder to prevent third party access. |
| Whilst climbing up or down the ladder, the person maintains three points of contact at all times. | Work area is within comfortable safe reach whilst the person remains centred between the ladder rails. |
| The person does not stand on top rung or top of a step ladder, or top three rungs of a straight ladder. |  |

## Utilisation

Required in all situations where work is done from a portable or fixed ladder.

## Safety Critical Defeat Requirements

No defeat permitted.

## Testing & Verification

Work involving the use of ladders must be audited as part of the annual auditing cycle.

The condition of ladders must be checked before each use.

## Maintenance

Ladders must be inspected and maintained in accordance with the manufacturer's recommendations and local regulations.

Damaged ladders must be removed from service and repaired or destroyed.

## Training & Competency

Permit to Work issuers must be trained in the requirements of working from ladders, including set-up and safe working practices, assessed for competency and authorised.

People required to work from ladders must be trained in the use of ladders, including set-up and safe working practices.

**Task Requirements**

The following are the key day to day requirements operators/maintainers and supervisors must follow to ensure the control is being used correctly.

## Task Requirements

|  |  |  |
| --- | --- | --- |
| No. | Supervisor | Operator/Maintainer |
| 1 | Verify appropriate ladders are available and listed in a site register. | Inspect condition of ladder before use and verify load rating is appropriate. If indications of damage or weakness are found, remove the ladder from service. |
| 2 | Verify ladders are inspected periodically and maintained in serviceable condition. | Set-up portable ladder on a firm, stable surface. |
| 3 | Inspect any ladder brought onto site by a third party. If not in serviceable condition, do not allow it to be used on site. | Position straight ladder at 4 to1 angle, with top overhang of at least 1 metre and tie-off or designate another person to support it. |
| 4 |  | Position step ladder in fully open position with locking devices secured. |
| 5 |  | Establish an exclusion zone around the ladder to prevent third party access. |
| 6 |  | If not using additional approved fall protection equipment, maintain three points of contact at all times whilst climbing on or working from the ladder. |
| 7 |  | Remain centred between the ladder rails at all times and work within a comfortable safe reach. |
| 8 |  | Do not stand on top rung or top of a step ladder, or top three rungs of a straight ladder. |

## Skills Requirements

No additional requirements.

## Permits

Not applicable.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

No additional requirements.

**Design Requirements**

## Design Standard

International standard relevant for the type of fall protection equipment e.g:

* ANSI ASC A14 series – American National Standards for Ladders
* AS 1892 series - Portable ladders
* AS 1657 – Fixed platforms, walkways, stairways and ladders - Design, construction and installation

## Safety Parameters

The load rating of any ladder should be at least 120 kilograms and must not be exceeded.

Straight portable ladders must be set-up at a slope of 4:1 (ratio of vertical working height to horizontal distance from ladder base to supporting structure).

Where the ladder is used to access a working platform, the ladder must extend at least one (1) metre above the stepping-off point on the working platform.

## Design Life

In accordance with the manufacturer's recommendations.

## Safe Separation

Not applicable.

## Special Requirements

No additional requirements.