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| Working from Ladders |  |

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| **Name:** |  | **Date:** |  |
| **Job Description:** |  | **Location:** |  |

# Performance Metrics

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

# Supervisor Task Requirements

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| Verify appropriate ladders are available and listed in a site register. |  |  |  |
| Verify ladders are inspected periodically and maintained in serviceable condition. |  |  |  |
| Inspect any ladder brought onto site by a third party. If not in serviceable condition, do not allow it to be used on site. |  |  |  |

# Operator / Maintainer Requirements

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| 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. |  |  |  |
| Set-up portable ladder on a firm, stable surface. |  |  |  |
| 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. |  |  |  |
| Position step ladder in fully open position with locking devices secured. |  |  |  |
| Establish an exclusion zone around the ladder to prevent third party access. |  |  |  |
| If not using additional approved fall protection equipment, maintain three points of contact at all times whilst climbing on or working from the ladder. |  |  |  |
| Remain centred between the ladder rails at all times and work within a comfortable safe reach. |  |  |  |
| Do not stand on top rung or top of a step ladder, or top three rungs of a straight ladder. |  |  |  |

# Comments/Actions