


## SAFE SYSTEM OF WORK

<b>Task/Activity</b>	Use of Ladders			<b>Document Ref</b>	SSW009	
<b>Site/Location</b>	All sites			<b>Issue</b>	1	
<b>Developed By</b>	K Moss			<b>Date</b>	09/2021	
<b>Permit to Work Required?</b>	YES	<input type="checkbox"/>	NO	X	<b>RA Ref No</b>	TBC

### Identified HAZARDS from Risk Assessment

							
Falls	Manual Handling	Slips	Falling Objects				

### Training Required

Operator training	Overhead Crane Training			
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### Persons at Risk

Operators	Employees working within close vicinity				
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### PPE Requirements

							
Safety Boots	Safety Glasses	Hi Vis	Gloves	Helmet			

**CHS016 - S.T.O.P for Safety Policy is always applicable**

### Current Control Measures. Identified in Risk Assessment

Only Trained /Authorised Personnel to Operate Equipment.

1. Is there a safer means to get to area, ladder should only be used has a last resort?
2. Carry out pre-use check of ladder, checking for Deformities, Cracks, all rungs intact, locking mechanism and ladders feet are serviceable.
3. Ensure the right sort of ladder for job.
4. Only 1 person on ladder at all times.
5. Do not overload ladder.
6. Do not overreach whilst on ladder.
7. No unauthorised persons in restricted area.
8. Only use ladder for short Periods.

**If any fault found DO NOT USE Ladder and report to your Supervisor.**

## Procedure

1. Ensure area working in is cordoned off. Do not erect in front of a doorway which may be opened and make sure the foot is clear of obstructions.
2. Check for any overhead obstacles
3. Ladder must be placed on firm level ground.
4. Ladders angle should be no more than 75° or 1 metre out to every 4 metres up.
5. Ladder should extend minimum of 1 metre (3 Rungs) past working area.
6. Secure ladder by securing both stiles to fixed object, or has last resort have someone foot ladder. If the ladder is footed the person must watch the user at all times keeping both hands on the ladder stiles to arrest any sudden movements.
7. Use the 3-point contact method of climbing. Ensure any tools carried in a bag or holster cannot become dislodged and fall. ALWAYS maintain a firm handhold.
8. Once job complete return to stores.

First Aid Precautions	First Aiders
	See canteen notice board

Additional Information
N/A