### Safe Work Procedure

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| **Description of Work** | **Use of an extension ladder** |
| **Image** | **Potential hazards** *(list below)* |
| Picture of extension ladder | * Fall from >2m
* Falling objects
* Manual handling
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| **Personal Protective Equipment (PPE)** *(check the box for required PPE*) |
| hand protectionGloves | dust maskFace Masks | safety gogglesEye Protection | face shieldWelding Mask | foot protectionAppropriate Footwear | hearing protHearing Protection | safety apronProtective Clothing |
|[ ] [ ] [ ] [ ] [x] [ ] [ ]
|  **Safe Work Procedure Checklist** |
| 1. Pre-operation:* Ladder is rated as ‘industrial’ with a load rating of at least 120kg
* Ladder is fit for purpose i.e. fibre glass ladder is used for electrical work
* Establish an exclusion zone beneath the area where overhead work is to be undertaken
* Ladder is free from defects or damage before use
* Ladder has non-slip feet
* Consider whether a second person is needed to assist in securing the ladder
* Extension ladder is not to be used in a horizontal position e.g. as a trestle or birding structure)

2. Operation:* Ladder is positioned on a firm, level and non-slip surface
* Ladder is secured to gutter
* Rung locks are secured
* Ladder is at least 0.9m above access point
* Ladder is set-up to be at an angle of 4:1 (i.e. up 4m, out 1m)
* Check for overhead hazard prior to ascending ladder
* Three points of contact can be maintained on the ladder while undertaking work
* Always have two free hands to ascend and descend the ladder
* “Highest rung on the ladder that you can stand on is clearly labelled. If the rung is not labelled, feet should be no higher than the second rung from the top plate
* Undertake work facing the ladder
* Do not use any power tools designed to be operated with two hands
* Work within an arm’s reach to avoid falling sideways
* Do not leave ladder unattended

3. Post-operation:* Store ladder on hooks at waist height
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| **Competent persons** *(the following persons are authorised to undertake the task, operate, supervise and test students on the plant or equipment)* |
| **Name** | **Title / role** | **Contact details** |
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