

## **COMPANY POLICY ON THE SAFE USE OF STEPLADDERS AND LADDERS**

### Set-up for stepladders

- Daily pre-use check including feet: nothing loose, split, missing or excessively worn
- Ensure there is space to fully open
- Use any locking device
- Ground should be firm and level
- Floors should be clean not slippery

### Stepladders in-use

- Short duration work (maximum 30 minutes in one position)
- Light work (up to 10kg)
- Do not work of the top 2 steps unless you have a safe handhold on the steps (top 3 for swing-back / double-sided stepladders)
- Avoid side-on working
- Do not overreach – make sure your belt buckle stays within the stiles and keep both feet on the same rung or step throughout the task
- Wear robust safety footwear

### Set-up for ladders

- Daily pre-use check including feet: nothing loose, split, missing or excessively worn
- Secure it
- Have a strong upper resting point (not plastic guttering)
- Ground should be firm and level
- Floors should be clean not slippery
- Maximum safe ground side slope 16 degrees and 6 degrees back slope

### Leaning ladders in-use

- Short duration work (maximum 30 minutes in one position)
- Light work (up to 10kg)
- Ladder angle – 1 unit out for every 4 units up
- Always grip the ladder when climbing
- Do not work off the top 3 rungs – this provides a handhold
- Do not overreach – make sure your belt buckle stays within the stiles and keep both feet on the same rung or step throughout the task
- Do not use in strong or gusting winds
- Wear robust safety footwear

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