



LADDERS – Safe use & maintenance guidelines

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Every team member shall ensure they understand how to safely use and maintain ladders prior to using.

All ladders in use at DNA Electrical shall be trade or industrial standard and tested annually by Bindon Ladder Services. The ladder register and testing schedule shall be maintained by the Health & Safety Administrator.

Every employee shall check the ladder before use to ensure is safe. Check for:

1. Ladder test tag
2. Ensure no loose rivets
3. Ensure no splits in stiles
4. Ensure locking arms are in working order (step ladders)
5. Check for damage on the ladder that may make it unsafe to use
6. Ensure your load of tools and person will not exceed maximum weight rating of ladder

Using Step Ladders

Safe use guidelines for Step Ladders:

- Ensure the side stays are correctly locked in place to prevent the ladder from collapsing
- Ensure the stepladder is set up on stable ground
- Ensure the ladder is at least 4m clear of power lines
- Have steps facing work activity
 - o Avoid side-on loading work eg drilling side-on through bricks or concrete.
 - o Where this cannot be avoided, prevent the stepladder from tipping over by tying the steps to a secure point
- Avoid holding items when climbing and use a tool belt
- Never stand on the top of a step ladder
- Never stand on the step just below the top platform of a step ladder

Using Straight Ladders/Extension Ladders

Safe use guidelines for Ladders:

- If using ladder in extended position ensure the ladder is correctly locked in place to prevent the ladder from collapsing
- Ensure the ladder is set up on stable/even ground
- Ensure the ladder is at least 4m clear of power lines
- Have steps facing work activity
- Avoid holding items when climbing and use a tool belt
- Stop at the third step from the top of a straight ladder

- Maintain three points of contact on the ladder at all times
- Do not rest items on the steps or hanging from the rungs
- Don't overreach. Keep line of the belt buckle (navel) inside the stiles and both feet on the same rung while working
- Ensure the ladder is positioned 1m out at the base for every 4m up of height

Illustration



CORRECT ✓
User maintaining three points of contact.



INCORRECT ✗
Overreaching and not maintaining three points of contact.



CORRECT ✓
Steps facing work activity.



INCORRECT ✗
Steps are side-on to work activity.

All content in this policy from WorkSafe/Dept of Labour Best Practice Guidelines.

**BEST PRACTICE
LADDERS**



BEST PRACTICE STEPLADDERS



The Department of Labour takes no responsibility for the results of any actions taken on the basis of this information, or for any errors or omissions.

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