



## Safety Rules: Portable Ladders

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1

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### Purpose

This document outlines the rules for the safe operation of portable ladders.

### Scope

This document applies to all authorised maintenance, housekeeping and cleaning workers, deemed competent by their supervisor.

### Training

Supervisors shall arrange for workers to be trained in the safe and correct use of portable ladders.

### Rules

1. Always check for power lines before placing a ladder.
2. All ladders must be adequately supported at the base. Be mindful of potential for slipping if using ladders in wet conditions / soft or shifting ground. If necessary, have a co-worker assist to stabilise the ladder.
3. Never walk a ladder while standing on it. Always get off the ladder and move it to the next required location.
4. Set the ladder at a slope of approximately 4 in 1
5. One person to be on one ladder at any one time
6. Keep 3 limbs on the ladder at all times eg 2 feet and 1 hand; 2 hands and 1 foot
7. Never climb higher than the third rung from the top
8. Always work within easy arms reach from the ladder
9. Fully enclosed slip resistant footwear should always be used on ladders
10. Do not exceed the marked load rating
11. If doing electrical work, ensure a non-conductive ladder is used.
12. Tools must be contained in a tool belt to minimise the risk of them falling from a height and possibly injuring a person on the ground.
13. Be conscious of the potential for severe injury if objects are dropped on people underneath and ensure control of objects required for the job.
14. Use appropriate manual handling techniques – do not bend and twist the back, use the legs. Take regular rest breaks. Consider whether a two-person lift is required to safely transport the ladder.
15. See also Working at Heights Policy.