

SOP (EXTENSION LADDERS)

SS-WHS-SAF-000

Authorised By:
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TASK	Extension Ladders					
HAZARDS	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input type="checkbox"/>
	Pinch / crush	<input type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Plant interaction	<input type="checkbox"/>
	High pressure	<input checked="" type="checkbox"/>	Falling	<input checked="" type="checkbox"/>	Trips	<input checked="" type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Inspect the extension ladder for any visible damage, cracks, or defects.
2. Ensure the ladder is the appropriate length for the task at hand and can reach the required height.
3. Check the ladder's weight rating to ensure it safely supports the anticipated load.
4. Make sure the ladder's feet are in good condition and equipped with non-slip materials or rubber caps.
5. Choose a stable and level surface on which to place the ladder.
6. Put on appropriate personal protective equipment (PPE) for ladder usage.

SAFE OPERATING PROCEDURE

1. Set up the ladder on a stable surface, ensuring it is positioned at the correct angle following the 4-to-1 rule (1 foot out for every 4 feet of ladder height). Secure the ladder to prevent slippage.
2. Ascend or descend the ladder facing the ladder and maintaining three points of contact (two hands and one foot or two feet and one hand) at all times.
3. Always maintain a firm grip on the ladder rungs or side rails during use.
4. Do not overreach while on the ladder; reposition it instead.
5. Avoid carrying heavy or bulky items up or down the ladder, using a tool belt or hoisting equipment instead.
6. Do not exceed the ladder's weight capacity and avoid any sudden movements or shifts that may compromise stability.
7. Be cautious of electrical hazards and keep the ladder away from exposed wires or power lines to prevent electrical shocks.
8. Communicate with others in the vicinity when using the ladder and ensure they maintain a safe distance to prevent accidental collisions.

POST-OPERATION PROCEDURE

1. Inspect the ladder for any damage, wear, or loose components. Remove from service if any issues are found.
2. Clean any debris off the ladder and ensure it is stored properly in a designated area.
3. Report any ladder-related incidents, near misses, or safety concerns to the appropriate personnel.
4. Ensure other workers are aware of the ladder's condition and if it needs maintenance or repairs.