

SOP (STEP LADDERS)

SS-WHS-SAF-000

Authorised By:
Rev 1 19/03/2024



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

PRE-START CHECKS

1. Inspect the step ladder for any visible damage, cracks, or defects.
2. Ensure all steps and connections are secure and in good condition.
3. Verify the ladder's weight rating to ensure it can support the anticipated load.
4. Choose a stable and level surface on which to place the step ladder.
5. Put on appropriate personal protective equipment (PPE) for ladder usage.

SAFE OPERATING PROCEDURE

1. Set up the step ladder on a stable surface, ensuring it is fully opened and locked into position.
2. Ascend or descend the ladder facing the ladder and maintain three points of contact (two feet and one hand, or two hands and one foot) at all times.
3. Always maintain a firm grip on the ladder's side rails during use.
4. Do not stand on the top two steps of the ladder, as these are not designed for standing.
5. Keep the ladder centered between the side rails and avoid leaning too far to either side.
6. Do not overreach while on the ladder; reposition it instead.
7. Avoid carrying heavy or bulky items while climbing or descending the ladder, using a tool belt or other equipment instead.
8. Be cautious of electrical hazards and keep the step ladder away from exposed wires or power sources to prevent electrical shocks.
9. Communicate with others in the vicinity when using the step ladder and ensure they maintain a safe distance to prevent accidental collisions.

POST-OPERATION PROCEDURE

1. Inspect the step 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.