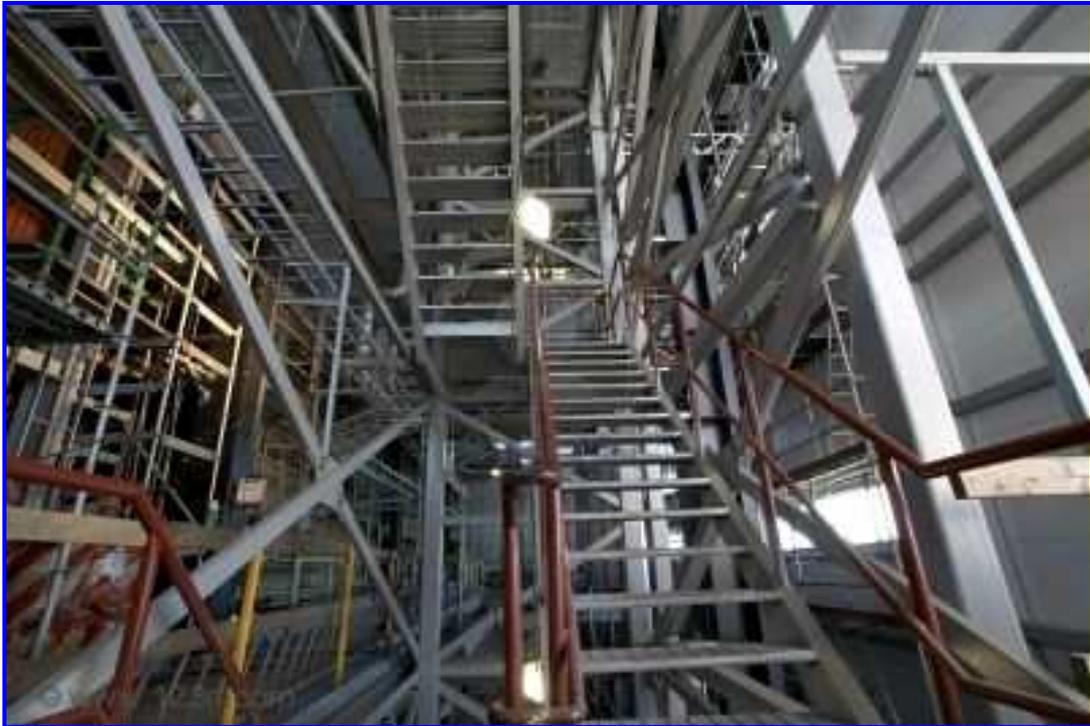


Stairs and Ladders Safe Operating Procedures





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SAFE WORKING PRACTICES

- 1) Prior to use of your stairs and ladders you must perform a daily or pre-operational safety inspection (refer annexure 1).
- 2) Always follow manufacturer's recommendations for proper use
- 3) Tie, block or otherwise secure the ladder to prevent it from being displaced
- 4) When climbing, descending or working on ladders always face the ladder and keep 3 alternate contact points (two feet and one hand or two hands and one foot)
- 5) Whenever possible perform your work in-line with the ladder, not on either side.
- 6) If you need to perform work on either side of the ladder have a co-worker hold the ladder.
- 7) Only use extension ladders to access and come down from elevated landings and work surfaces.
- 8) Extend the ladder used for access at least 36 inches above the elevated landing or work surface.
- 9) Make sure hinges on stepladders are fully open and locked.
- 10) Have co-workers hand up tools and equipment instead of carrying them when on a ladder
- 11) Wear shoes with slip resistant soles
- 12) Clean mud and other slippery substances off your shoes and ladder rungs before climbing the ladder



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- 13) Only one person at a time should be on a given ladder unless the ladder is specially designed to hold more than one person at a time
- 14) When moving an extension ladder always retract the “fly” section(s)
- 15) When carrying a ladder keep the back section(s) lower than the front
- 16) Store ladders to protect them from weathering effects.
- 17) When using extension ladders consider using fall protection systems

Annexure – 1

INSPECTION

1. Ladders and stairs shall be inspected annually. Ladder use and exposure to deteriorating elements shall determine more frequent intervals between inspections.
2. The user, before each use, shall visually inspect for defects and damage should report maintenance immediately
3. Inspection criteria include damage, operation, slipperiness, exposure, and label.