

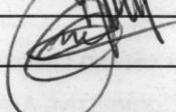
THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/SOP/007
Implementation Date	03.12.2018
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SAFE OPERATING PROCEDURE FOR LADDERS



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1. PURPOSE

To ensure work is carried out in a safe manner as to minimise the risk of accident and / or injury.

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2. SCOPE

This procedure addresses the placement and use of ladders.

3. RESPONSIBILITIES

Supervisors

Supervisors must ensure that all personnel follow this operating procedure and that pre-work risk assessments are completed prior to any work commencing.

4. PPE REQUIREMENTS

Gloves	
Hard hat	
Safety shoes	
Safety goggles	
Overall	
Dust mask (Depending on area)	
Ear Protection	

5. GENERAL

- a) Ensure that the ladder selected is appropriate for the job.
- b) This includes proper height, type and design.

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- c) Keep ladders clean and grease free.
- d) Ladder must be inspected. All defective ladders (weaken, broken, or missing steps, broken side rails etc.) must be tagged, removed from service and reported to Supervisor immediately.
- e) Destroy any ladder that cannot be repaired.

6. PROCEDURE

6.1 Special Requirements / Equipment

- a) All personnel prior to using a ladder, shall undergo training on Safety aspects and be certified and be totally familiar with the safe use of ladder.
- b) Only Personnel that are properly trained and who have been assessed as competent may conduct work with on a ladder.

6.2 Risk Assessment

A Pre-work Risk Assessment must be completed prior to the use of a ladder. The risk assessment must cover all aspects of the work to be conducted. It must not be limited only to the use of the ladder but shall cover the following aspects.

- Where the work is to be conducted
- Resources required to conduct the work
- Height at which the work is to be conducted.
- Work in the immediate vicinity that may affect the person or who he may affect.
- Flammable materials or gases in the vicinity
- Condition of tools
- Type of disk / drill to be used.

6.3 General Safety of Ladders

- Ladders to be used by only one person at a time.
- Use ladders only in a vertical position. Ladders are not a substitute for a scaffold or a runway between two elevated surfaces.
- Keep ladders away from front of a door that opens toward the ladder unless the door is locked, blocked, or guarded.
- Place the ladder feet on a substantial and level base not on movable objects.
- Do not place a ladder against an unsafe support.
- Do not use step ladders as straight ladders.
- Do not use chairs, boxes etc. as ladders.
- Do not place ladder on boxes or unstable bases to obtain additional height.
- When used in doorways, barricade or guard area around the ladder.
- Do not move, shift, or extend a ladder while occupied.
- Do not use metal ladders when there is potential risk of contacting energized conductors or circuits.
- Do not paint wooden ladders.
- Do not use ladders during a strong wind except in emergency and only then when tied securely.
- Do not leave placed ladders unattended.
- Store ladders in a manner that prevents damage to the ladder.
- Secure ladders when transporting by vehicle

6.4 Ascending/Descending from ladder

- Both hands must be used on ladders.
- Do not carry objects while climbing ladders. Carry objects in tool belt.

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- Raise/lower needed material by means of a rope.
- Always face the ladder going up or coming down.
- Make sure shoe bottoms are not greasy, muddy, or slippery before you climb.
- Do not climb higher than the third step/rung from the top on extension or straight ladders. Go no higher than the second step from the top on step ladders.

6.5 Additional safety requirements for Step ladder

- Make sure step ladder is fully opened and the metal spreader locked before you start to climb ladder.
- Ensure all single and extension ladders shall have safety feet provided for extra stability. Remove ladders without safety feet from service.
- Do not tie or fasten ladders together unless specifically designed for such use.
- Stand at the base when making length adjustments. Do not make adjustments when user is on the ladder.
- Position the ladder for a 1:4 ratio, which means one foot out for every four feet of elevation.
- Secure bottom and top of ladder to prevent displacement when using ladder for access to a scaffold.
- Tie off ladders whenever possible at or near the top for added stability. Tie off at the bottom if there is difficulty maintaining stability. If ladder cannot be tied, someone should hold the ladder stable.
- Extend the ladder a minimum of three feet above the landing area when accessing roofs, landings, or open floor levels.
- Portable ladders must be firmly placed, held, tied or otherwise secured to prevent slipping and falling.
- Place a portable ladder so both side rails have secure footing. Provide solid footing on soft ground to prevent the ladder from sinking.

7. REFERENCE

Occupational Health & Safety Act (85 of 1993) and regulations as amended
General Safety Regulations
Construction Regulation 2014

8. SUPPORTING DOCUMENTS

Baseline Risk Assessment
Pre-use ladder inspection