



Safe Working Procedure (SWP) Use of portable step ladders

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Location	Storage
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Safe Work Procedures and Basic Description

Title	Use of Portable Step-Ladders
Description	Use of portable ladders when accessing items stored above head height
Type	Procedure

Hazards associated with the ladder use

- Falling from ladders (especially when getting on/off or contact with electricity)
- Struck by objects or by ladder (falling ladder or when carrying ladders or carrying items stored above head height)
- Tripping over ladders
- Muscle strain from carrying heavy ladders

Requirements – Before Starting

- Before using a ladder, be sure to inspect it to ensure it is in good working condition and safe to use. Damaged or defective ladders must be immediately removed from service and not used.

Tools and Equipment

- Footwear that minimizes slipping

Safe Climbing And Use

- Maintain firm grip and use both hands when climbing.
- Never climb the ladder from the side unless it is secured against sideway motion.
- Do not overreach. Move the ladder as needed.
- Face the ladder when climbing up or down.
- Keep the body centered between side rails.
- Do not stand any higher than the 3rd step from the top plate.
- Do not walk the ladder whilst standing on it.
- Do not leave a ladder in use unattended.
- Do not place the ladder above an opening door or access area without sealing them off.

DO NOT USE A LADDER IF YOU:

- Have a sore back, legs, arms, hands;
- Have dizziness, nausea, light headedness;
- Are taking medications that affect your balance or concentration.

Emergency Procedure (how to deal with fires, spills or hazardous substances)

If an accident or other unexpected event occurs, notify relevant Arc Health & Safety Representative as soon as possible