

# Safe Operating Procedure

## PLATFORM STEP LADDER



### Induction

All workers must be inducted in the use of ladders and have signed their induction paperwork *Safety Induction Checklist (Employees & Volunteers)* prior to using the ladder.

### Incident Reporting

All incidents must be reported to the Synod Safety Officer.

### Distraction from the Task

Do not attempt to deal with other distractions while on the ladder – i.e. if the phone rings it can wait.



<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>Closed toe shoes – no high heel shoes are to be worn on ladders</li> </ul>		<b>Warning</b> <b>3 points of contact must be maintained at all times when climbing or descending a ladder</b>
<b>Hazards</b>		
Slip or Fall from the ladder	Awkward postures or over reaching	People below or nearby
Uneven work surface	Ladder being faulty	Using incorrect ladder
Pinch point when using the ladder	Distracted while working on a ladder	Manual handling while on the ladder

### Before use;

- Inspect the ladder for damage – ensure the ladder is in perfect condition and there is not an ‘out of service’ tag on the ladder;
- Ensure the ladders safe working load is sufficient for the user
- Report any damage or concerns to your Church Contact Person / Congregation Leader
- Do not use this equipment if you feel unsafe or are affected by medications or a medical condition that will affect your stability on the ladder

### Setting up a ladder;

- Only use a ladder on a flat, firm surface that is clear of trip hazards
- Ensure the ladder is not near the top of a step, stairs or fall hazard
- Ensure the ladder is fully open and spreader arms are locked in place
- Ensure the work space is clear around the ladder ensuring that there are no trip hazards around the work area
- Exclusion zones – if needed set up an exclusion zone to prevent items falling on other persons

### When in use;

- Always climb up or down one step at a time – never rush up or down a ladder or jump off the ladder
- Always face the ladder when climbing up or down, and keep your body centred while on the ladder
- Step down off the ladder before turn your feet, legs or body in another direction
- Climb down and move the ladder rather than over-reaching or putting a foot onto a fixture or shelf
- Never carry anything up or down the ladder that needs both of your hands.
- Items that need 2 hands must be passed by another worker to the worker on the ladder after they have reached the platform area of the ladder. If you are the only person available, the task cannot be done until you have someone to assist you
- Only take small items up or down a ladder – never large or heavy items
- Once you have finished with a ladder, it must be stored in a store room / shed

# Safe Operating Procedure

## PLATFORM STEP LADDER



Uniting Church in Australia  
SYNOD OF VICTORIA AND TASMANIA

### Storage of Ladders

Do not leave a step ladder unattended in an area of public access.

Do not leave anything on a ladder's rungs – it may fall on someone.

Store ladders securely after use in a location where they can't be knocked over and fall.

### If the ladder is faulty

Place an Out of Service / Tag out Tag on the ladder with the fault, you identified

Report the issue to your Church Contact Person / Congregation Leader



**Do Not** - Use the ladder where there is a chance of it being hit or knocked

**Do Not** - over-reach when on the step ladder, over-reaching can lead to the step ladder tipping and you falling from it.

**Do Not** - allow anyone else on the step ladder at the same time as you.

**Do Not** - allow the step ladder to be used for any form of electrical work.

**Do Not** - leave a step ladder unattended in an area of public access.

**Do Not** - use the step ladder any purpose other than that for which it was designed.

**Do Not** - Jump off the ladder

**Do Not** - Carry large or heavy items up or down a ladder

**Do Not** - Lift any items above your shoulder height with a weight of 5kg or more

**Do Not** - Use the ladder if your weight and the item you are moving exceeds the safe working limit on the warning label of the ladder

### Other Ladder and Steps

The Uniting Church in Australia Vic/Tas sites should only have industrial rated platform ladders and safety steps on site

The safety step to be used is an industrial step rated at 150kg like the yellow one pictured here → Any other ladders and/or steps must have a risk assessment by the Synod OHS team member before use or purchase

