



SAFE USE OF STEP LADDERS

Step ladders and trestles are not designed for any degree of side loading and this should be avoided; they should be spread to their fullest extent and properly levelled for stability and should be placed at right angles to the work whenever possible, on a level surface. Work should never be carried out from the top platform nor should overhead work entail overreaching.

The top tread of a pair of steps, bucket or tool shelf should not be used for foot unless there is an extension above the top to provide a handhold; rear parts of steps should not be used for foot support.

Step ladders are prevented from spreading by means of stays. These should be of sufficient and equal length, kept in good order, and should be renewed if found to be defective.

Only one person should use a step ladder at any one time and if steps are used in a doorway the door should be wedged open securely.

CARE AND MAINTENANCE

Handling

Equipment should not be dropped or jarred. Timber ladders receiving a heavy blow may suffer compression damage, distortion, loosened rungs or cracked stiles. If it is considered that a ladder has been damaged, it should be withdrawn from service. A thorough examination should be undertaken and appropriate action taken where necessary such as repair by a competent person or scrapping.

Inspection

Ladders should be capable of being individually identified. Apart from inspection before and after normal use they should be examined regularly by a competent person. Ladders found to be defective should be suitably labelled or marked and withdrawn from service until repaired. The inspection should include checking rungs, treads, crossbars and stiles for defect (especially the presence of compression creases in timber), rung to stile connections, ropes, cables and all fittings, locks, wheels, pulleys, rivets, screws and hinges. A record should be kept of these inspections.

Storage

Storage areas should be easily accessible. Ladders should be stored on racks designed for their protection when not in use. The racks should have sufficient supporting points to prevent excessive sagging. Materials should not be placed on stored equipment. Timber ladders should be stored where they will not be exposed to the elements but should have good ventilation. They should not be stored near radiators, stoves, steam, pipes or in areas subject to excessive heat or dampness. Ladders should not be hung from the stile or a rung.

Transport

Ladders carried on vehicles should be properly supported to avoid sagging and there support point to minimize rubbing and the effects of road shock.



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Other plant should be carefully loaded so that ladders are not subject to shock or abrasion.

Painting

Timber equipment may be coated with transparent non-conductive finish such as varnish, a clear preservative but not with any opaque covering such as paint.

Aluminium equipment should be given an adequate protective coating when it is subject to acids, alkalis or corrosive substances.

Preservatives for timber components in aluminium should not contain copper salts.

Cleanliness

It is important that mud or grease etc is cleaned off footwear before any attempt is made to climb a ladder. Where ladders become contaminated they should be taken out of service and cleaned. There should be sufficient space behind the rung to provide a proper footing. Climbing or gripping surfaces should be free from oil, grease or mud or other slippery substances.

Possible defects to be checked

Timber ladders should be checked for rot, decay or mechanical damage such as warped stiles, excessive cracks, splintering and wear and tear at the head and foot of the stiles. Rungs should be checked for any looseness, excessive wear or decay where the rung enters the stile. Metal ladders should be checked for twisting, distortion, oxidisation, corrosion and excessive wear, especially on treads. Glass reinforced plastics ladders should be checked for mechanical damage.

Broken or loose rungs, defective tie rods and broken rivets, loose hinges or other defective metal fittings should be properly replaced and sufficient lubrication of working parts ensured.

BASIC CHECK LIST FOR MANAGEMENT, SUPERVISORS AND USERS

Employers and employees and all users of ladders should be able to answer 'Yes' to each of the questions, or to the alternatives given, before a job is started.

- a. Is a ladder, step ladder etc the right equipment for the work?
- b. If so, is the equipment in good condition and free from slippery substances?
- c. Is the top rung level with the platform? Is there adequate handhold at the place of landing?
- d. Is the ladder properly positioned?
- e. 5 If it is necessary to carry tools and equipment, has provision been made for carrying them so that the user can keep his hands free for climbing?
- f. On step ladders are the stays, chains or cords in good condition?
- g. Can the step ladder be placed sufficiently near the work on a firm level surface?
- h. Is the ladder clear of overhead electric cables?

LADDER SAFETY

STEP LADDERS



THE WRONG WAY



Do not fold up and lean the ladder against a surface.



Do not overreach.



Do not carry heavy objects while climbing a ladder.



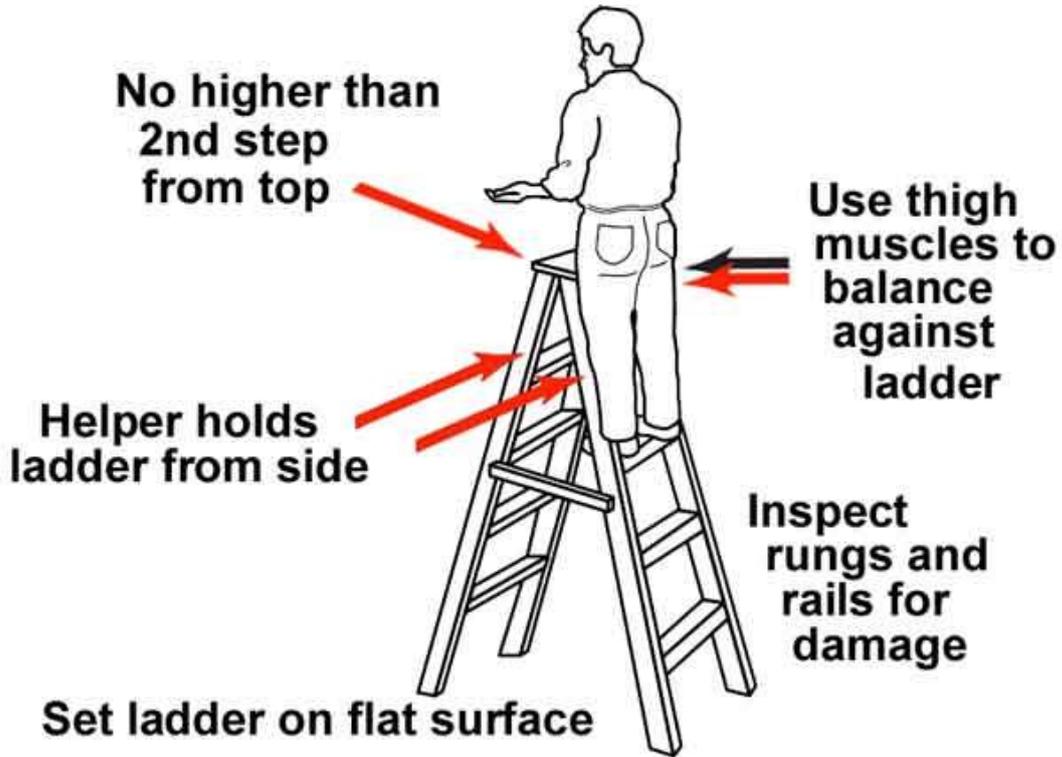
Do not place the ladder on uneven soft ground, without flat board.



Do not use ladder with slippery steps, or damaged stiles.



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Presented By: Name: _____	Date _____	Signature _____
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