

# Safe Operating Procedure

## ***Allweld Dual Purpose Ladders***

Familiarise yourself with the safety instructions on the ladder. Do not become complacent or overconfident with ladder use during repetitive tasks.

Wear slip-resistant footwear – not sandals or flip-flops. Do not wear any loose fitting clothing. Shirts etc must always be tucked in.

Do not use if affected by a medical condition or medication.

*Allweld Industrial Ladders* conduct electricity. Keep ladder clear of power lines, live wires or electrical hazards. When transporting your ladder check for overhead power lines, live wires or electrical hazards.

Inspect your ladder before climbing.

Carefully look over your ladder to ensure there are no worn parts or damaged sustained by a previous user such as broken welds or bent tubes. If any component is found to be worn or damaged RECTIFY FAULT BEFORE USE.

Place the ladder on dry, firm, level ground. Ensure all feet have firm contact with the floor. Uneven floors may cause the ladder to rock. If this occurs reposition the ladder until all feet have firm contact with the floor. Always check there is no rocking movement before climbing the ladder.

Ensure the ladder is fully opened before climbing and the spreader bar must be locked into position.

Always face towards the ladder when climbing, and always maintain three points of contact with the ladder. Tool bags or tool belts can help to keep hands free.

Only one person is permitted on the ladder at any time. A second person may stand along side the ladder and help steady if required.

Do not over reach whilst using the ladder. The vast majority of your body weight must remain between the styles of the ladder. Always position the ladder within an arm's reach (or closer if possible) to the task required.

Never stand on the top two steps.

When using the ladder in the fully extended position ensure the ladder is on a 65 degree incline, ie: the bottom flat steps must be level.

Do not "walk" the ladder whilst on it. Always get off the ladder to shift position.

Ladders must not be used on a working platform to gain height above the working platform's protected edge.

Respect your ladder and always put safety first.

Note: This is not an exhaustive list of safe operating procedures and each and every workplace must develop their own Ladder SOP to be incorporated into their OHW&S manual.