

# Safe Operating Procedure

## *Allweld Folding Platform Stepladders*

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, medication, drugs, alcohol, or if you are uncomfortable with heights.

*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. Check for 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. Check there is no rocking movement before climbing the ladder. If rocking occurs reposition the ladder until all feet have firm contact with the floor.

If castors are fitted to the ladder, ensure rubber feet have firm contact with the floor when the springs are depressed.

Ensure the ladder is fully opened before climbing.

When ascending or descending always maintain three points of contact with the ladder and always face towards 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.

Never use the rails around the top as a step. Always stand in the centre of the platform.

Always position the ladder within an arm's reach (or closer if possible) to the task required. Do not over reach. The vast majority of your body weight must remain inside the perimeter of the platform. Do not lift heavy weights that unbalance the ladder.

Do not "walk" the ladder whilst on it. Always get off 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 WHS manual.