Purpose

To safeguard people exposed to the risk of injury resulting from working at heights and the use of ladders.

Scope

This procedure applies to all workers arranging, observing or carrying out work for, or on behalf of, [INSERT ORGANISATION NAME] - whether on any of their sites or any other location.

Responsibilities

Managers and supervisors are responsible for ensuring that, within their area of responsibility, the following procedures are adhered to.

Procedure

* All workers must use a safety-step, stepladder, ladder, or platform ladder suited to the task undertaken. Office or garden furniture, fixtures or other items must not be used to access high locations.
* Ladders may only be used by workers or volunteers to access heights of under 2.5m (under one storey). Workers or volunteers are not permitted to use portable ladders to access rooves or to climb onto areas that are not enclosed by railings.
* Workers must ensure that SDA maintenance workers or external tradespeople carrying out work on behalf of their organisation obtain a Working at Heights Permit or complete a Risk Assessment if they will use a ladder to access rooves.

Specifically, ladders:

* should have a load rating of at least 120 kg and be manufactured for industrial use.
* will be inspected once per year using a ladder inspection checklist.
* will be recorded on a ladder register maintained by the organisation’s Manager.

All workers are to cooperate with arrangements for the safe use of ladders. Specifically, workers are to:

* only use ladders if they are trained and signed off on this procedure and the *Safety Guide to Ladders.*
* use ladders only as described in the *Safety Guide to Ladders.*
* inspect ladders before use and not use defective ladders.

References

Managing the Risk of Falls at Workplaces Code of Practice - *Safe Work Australia*