



Safe Operating Procedure

USE OF LADDERS

- Use a step platform ladder where possible, as this provides a larger more stable work surface than a ladder.
- Always maintain three points of contact when ascending, descending or standing on a ladder.
- Ensure the ladder projects at least one meter above the landing place.
- Use a non-metallic ladder where there are electrical hazards.
- Ensure ladders are placed squarely on firm, non-slip surfaces.
- Secure ladders by tying them to a support at the top and/or bottom.
- Repair or replace ladders where rungs, steps, treads or top plates are missing, worn, damaged or loose.

Ensure you do not:

- Stand higher than the second tread below the top plate of any ladder.
- Use ladders when using tools that require a high degree of force or are designed to be operated with two hands
- Use ladders to work over other people.
- Undertake work requiring restricted vision, welding or metal cutting from a ladder.

Trainee: I have completed this SOP: Signature: _____ Date: _____	Trainer: Signature: _____ Date: _____
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