

Standard Risk Control Arrangements

Stepladders/Ladders Used as a Place of Work

Training and Capability

- A. Stepladder use and permit requirements to be included in the site induction
- B. Any operatives permitted to use a Stepladder/Ladder as a place of work shall receive a briefing into the use of the Stepladder Permit (SM-FM-44)
- C. All operatives must be competent

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- D. All working at height must be assessed for risk and planned in accordance with the Working at Height Work Instruction (SM-WI-49) and comply with the relevant SRCA's in advance of the task commencing
- E. Mobile Towers or other work platforms must be used in preference to Stepladders/Ladders
- F. Ladders and Stepladders must be adequately secured to prevent unauthorised use when not needed/the Permit has finished
- G. Stepladders/Ladders will not be used without a Stepladder/Ladder Permit (SM-FM-44), which must consider all hazards present
- H. Where a Stepladder is being considered the following controls must then be addressed:
 - H1 Stepladders shall be the correct height, to ensure the user has a hand hold
 - H2 Stepladders shall not be used, where the feet of the operative are more than two metres from ground level
 - H3 Stepladders and trestles are not designed for any degree of side loading or over reaching, and this must be avoided
 - H4 They must be spread to their fullest extent and properly levelled for stability and placed at right angles to the work on a level surface
 - H5 The rear parts of steps must not be used for foot support
 - H6 Stepladders are prevented from spreading by means of stays or cords. They must be of sufficient and equal length, kept in good order and renewed if found to be defective
 - H7 Only one person must use a Stepladder at any one time and if steps are used in a doorway, the door should be wedged open securely
 - H8 The operative shall face the direction of the treads
 - H9 Stepladders are to be used on firm flooring and not on any other temporary platform
 - H10 Stepladders shall be in good condition
 - H11 Stepladders shall be heavy industrial grade (colour code Blue)
 - H12 Stepladders shall be stabilised to prevent movement
- I. Where a Ladder is being considered the following controls must then be addressed:
 - I1 Only one person must use a ladder at any one time and if used in a doorway, the door should be wedged open securely

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- I2 The operative shall face the direction of the treads
- I3 Ladders are to be used on firm flooring and not on any other temporary platform
- I4 Ladders shall be in good condition
- I5 Ladders shall be heavy industrial grade (colour code Blue)
- I6 Ladders shall be tied/stabilised or footed to prevent movement
- I7 Ladders are only to be used for access for short duration works, longer duration works shall have properly constructed staircases
- I8 Angle of rake of ladders should approximately be at a 75° angle to the horizontal (4:1)
- I9 No work shall be carried out from a ladder that requires removal of both hands from ladder
- I10 No compressed air or water hose works shall be carried out from a ladder
- I11 Ladder rungs are not to be used to support platforms of any sort
- I12 The Operative will have at least three points of contact
- J. Stepladders/Ladders must be uniquely numbered to allow identification
- K. Stepladders/Ladders must be in good condition and should never be painted as defects can be hidden
- L. Stepladders/Ladders should be visibly inspected by the user before every use and formally inspected every 7 days with a record being kept in the Inspection Register (SS-FM-17)

Other Local Control Arrangements