



USING LADDERS

RA NO

DATE

H.T.I Score	Medium-Regular Monitoring/ Supervision	
Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction – all employees	Overalls
Appointment 6(1)	Toolbox talks	Safety Footwear
Appointment Ladder Inspector	First Aider	hard hat
Appointment First Aider		
Ladder Register		

Activity Steps		Hazards and Risks	Preventative Measures	
1	Identify the need of the ladder	Not using ladder could lead to a fall	Safety induction to all employees by the Principal Contractor.	
2	Identify the correct type of ladder	Incorrect type could lead to a fall	Supervisor to instruct on correct type.	
		Ladder may be too short	Supervisor to instruct on correct type.	
		Ladder may not be suitable	Supervisor to instruct on correct type.	
3	Collect ladder from stores or container	Employee may fall or hurt hands	Employee induction & toolbox talk.	

		Ladder may be damaged causing injury	Ladders - inspected monthly by Safety Representative.	
4	Place ladder into position	Ladder may slip from the top	Secure ladder at the top.	
		Ladder may slip from the bottom	Assistant to hold ladder at the bottom.	
		Ladder may endanger other persons	Check surrounding area - Safety Representative.	
		Ladder may fall backwards	Ladder to be placed at safe angle (67 degrees)	
5	User to climb up ladder	User may fall off	User to use both hands	
		User may slip off rungs	User to watch rungs closely	
		Ladder may slip	Ladder to remain secured (rope or assistant)	
6	Work from ladder	User may fall off and get injured	User to undergo toolbox - safety measures	
		User may drop tools and equipment	Tools not to be carried up ladder	
		Ladder may fall backwards	User must not push against surface	
		User maybe afraid of heights	User must inform supervisor	
		Ladder may effect other trades	Ladder to be removed when finished	
7	User to climb down ladder	User may fall off	User to use both hands	
		User may slip off rungs	User to watch rungs closely	
		Ladder may slip	Ladder to remain secured (rope or assistant)	
		Material may fall below	User to lower material before climbing down	
8	Ladder to be replaced back at stores	Manual handling injuries	General safety awareness	
		Ladder may fall	Care to be taken when un-securing ladder	
		Damage to ladder	User to report damage to supervisor	
		Possible dirt, grease, slippery surfaces	User and store man to clean ladder	