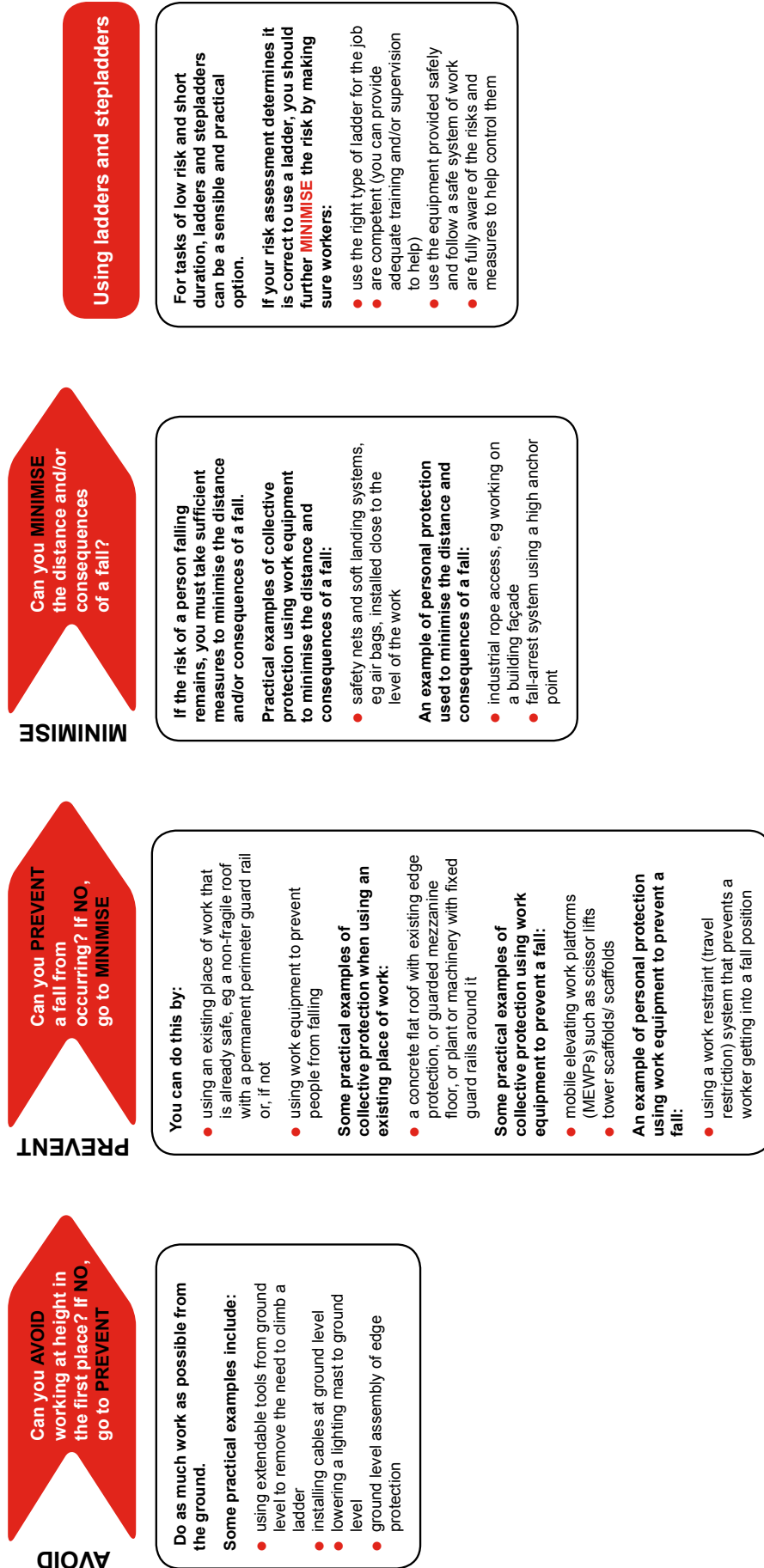


## Working at Height Hierarchy of Control



For each step, consider what is reasonably practicable and use 'collective protection' before 'personal protection'

### Use of Ladders and Step Ladders

You **MUST** only use ladders in situations where they can be used safely, where the ladder will be level and stable, and where it is reasonably practicable to do so, the ladder can be secured.

If your task requires you staying up a leaning ladder or stepladder for more than 30 minutes at a time, you **MUST** consider alternative equipment.

To use a ladder you need to be competent, i.e. have had instruction and understand how to use the equipment safely.



**ALWAYS** ensure three points of contact are maintained and **NEVER** overreach.

If using extension ladders each section must overlap:

- **2 Rungs** – for ladders up to 5 metres (Closed Length).
- **3 Rungs** – for ladders 5-6 metres (Closed Length).
- **4 Rungs** – for ladders over 6 metres (Closed Length).

#### Before Use Checks

- Ladders and step ladders **MUST** be stored correctly and inspected before use.
- Check for splits or cracks in the stiles and rungs.
- Ensure that none of the rungs are missing or loose.
- Ladders and step ladders **MUST** be identified with a tag and inspection dates **MUST** be displayed and in date.
- Report ALL defects; label as defective and remove from site.

#### Use of Ladders

- Ladders **MUST** be set on a firm base and leaning at the correct angle, which is one unit out to four units up.
- Ladders must be tied top and bottom and extend a safe distance above the landing stage e.g. minimum of 1 metre.
- If it cannot be secured at the top, it **MUST** be secure at the bottom i.e. staked or buried to prevent slipping.
- Ensure your footwear is free from mud or grease before you climb up or down the ladder.
- When climbing up or down, use both hands, always facing the ladder while maintaining three points of contact.

#### NEVER

- Overreach from the ladder or steps, always move them to the correct position.
- Use painted ladders or steps, this can hide unseen damage.
- Use hands to carry equipment up and down the ladder.