

John Henry Group	JHG Operations Method Statements	
Reference Number: PRO-JHG-MS201	Version Number: 2	
Published Date: 24/08/2023	Next Review Date: 24/08/2024	
Document Owner: Head of Health & Safety	Approved By: HSEQ Director	

F-JHG MS16: Safe Use of Ladders & Step ladders

Scope of Works

Safe Use of Ladders & Step ladders

Note: A Site-Specific POWRA shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.

Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with complete job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Examine the ladder/Step ladders for wear/defects. Defective equipment must be returned to the stores for immediate repair/disposal.
- Ensure ladder/Step ladder is correct height for task
- Use ladder/Step ladders for short duration works only/where mobile scaffold tower is inappropriate.
- Position the ladder/Step ladders on firm level base. If the ground is uneven and the ladder/Step ladders cannot be used safely, stop work and advise the
- The ladder/Step ladder must be adequately tied or footed whilst in use (preferably tied top & bottom).
- Maintain 3 point of contact at all time
- Avoid all overhead cables – non-metallic types to be used
- Do not leave the ladder in the work position over night or unattended.
- Do not attempt to place ladders against unstable structures or fragile material (see F-JHG MS34 climbing techniques wood poles/pylons).
- When works are complete, tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

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Plant & Equipment and Certification Required

Suitable length portable ladder. All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture.

Staff Involved and Certification Required

Only trained, competent authorised personnel shall be permitted to carry out works. All Construction workers must have the required basic legislative health and safety training and Manual Handling Training. Each crew collectively should have a combined training of:

- Sign, lighting and guarding,
- 1st aid training
- Ladder awareness

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safety adjacent to the works area.

Interface with Public

All required third party notification will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorised access.

Working hours

Normal Working Hours will be 08.00-17.00. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (as required), Ear protection (as required), Dust Mask (as required)