204: Installation of wiring systems and enclosures  
**Worksheet 1-040: Use of ladders**

**NB**: Students must not attempt this exercise before the correct use of all tools and materials has been demonstrated.

**Technical data**

* You are to make sure that you inspect the ladder fully prior to use.
* Ensure that you or others are not going to be endangered by use of the ladder.
* You are to make sure that your work area is clear and safe for work to proceed.
* Hard hats must be worn.
* You are to make sure that all your work conforms to the requirements of the Health and Safety at Work Act.

**Procedure**

1. Enter the start time on the assessment sheet.
2. You are required to transport an extension ladder for a short distance and erect it in an area designated by the assessor.
3. When told to do so by the assessor, check the ladder for any defects – if any defects are found, do not use the ladder but report its condition.
4. Safely transport the ladder to the designated area.
5. Safely erect the ladder (you may ask for physical assistance from another person – they must be told exactly what to do).
6. After ensuring that the ladder will not move, ascend and secure the ladder to the landing stage.
7. Descend the ladder.
8. **Have the ladder assembly checked before proceeding.**
9. Lower the ladder safely.
10. Transport the ladder back to the starting point.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | **YES** | **NO** |
| **1.** | Visually inspected the ladder | | **□** | **□** |
| **2.** | Lifted and carried the ladder correctly | | **□** | **□** |
| **3.** | Erected the ladder correctly | | **□** | **□** |
| **4.** | Slope of ladder set to correct gradient | | **□** | **□** |
| **5.** | Top of ladder extended the correct distance above the landing stage | | **□** | **□** |
| **6.** | Safe position of ladder rung adjacent to the transom | | **□** | **□** |
| **7.** | Secured ladder correctly before ascending | | **□** | **□** |
| **8.** | Ascended and descended in a safe manner | | **□** | **□** |
| **9.** | Secured top of ladder safely | | **□** | **□** |
| **10.** | Lowered ladder correctly | | **□** | **□** |
| **11.** | Returned ladder safely to start position | | **□** | **□** |
| **12.** | Wore hat at all times | | **□** | **□** |
| **13.** | Ensured the safety of others in the vicinity | | **□** | **□** |
| **14.** | Work area conformed to requirements of HASAWA | | **□** | **□** |
| **15.** | Correct safety procedures observed at all times. | | **□** | **□** |
| Assessed by: ………....………….. | | |  | |
| Start Date & Time: ………………........………….. | | Finish Date & Time: ……...…...........…………… | | |
| Target Time: 20 minutes | | Time Taken: …………………….........…………… | | |