

HY QUICK GUIDES

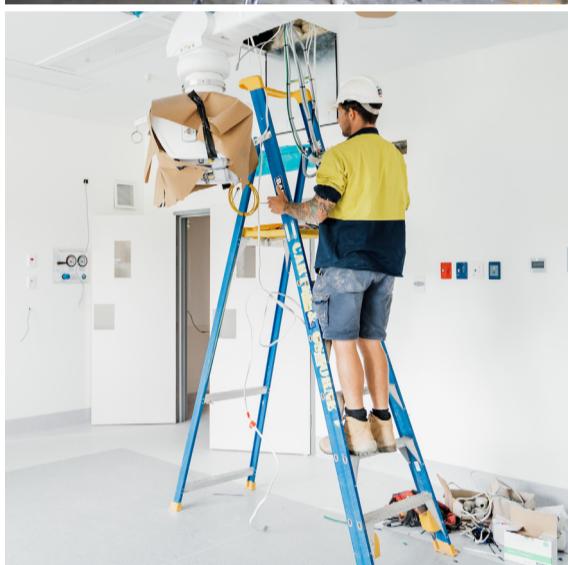
Ladders

Quick Guides highlight relevant information to help manage common activities in accordance with HY's processes.



Selection – Ladder is fit for purpose

- Good working condition and not defective
- Manufactured for industrial use (domestic grade ladders prohibited)
- Has a load rating of at least 120 kg
- Metal (and metal reinforced) ladders must not be used for electrical work



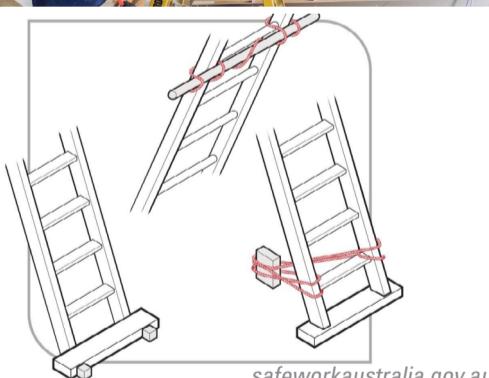
Positioning and Use – Ladder is stable

- Use on firm and level ground or surface, away from building/floor edges and voids.
- Use ladder in fully open position with locking devices secured
- Maintain 3 points of contact (i.e. 3 of 4 limbs, or both feet and torso)
- Have both hands free to climb (i.e. not hand carrying tools or materials)
- Position steps facing work activity (do not work side-on)
- Keep body within the ladder stiles (do not over-reach)



Platform Ladders – First choice when needing to work from ladder

- Position ladder so that worker is facing the fixed guardrail
- Use fall protection when platform height is 2m or more (e.g. safety gate, safety boom etc.)



Single/Extension Ladders – Only used for access

- Angled at a ratio of 1:4 (i.e. base of ladder is positioned 1m away from the structure for every 4m of height)
- Secured at the top and at the base of the ladder
- Extending at least 1m past landing



A-Frame Ladders – May be used for light work for a short duration

- Only used as last resort when selecting work platforms if a safer alternative is not practicable
- Workers must not stand on the top of, or straddle the top of the ladder
- Step ladders with 4 steps or less are not permitted on site (platform ladders excepted)



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