


Work Health And Safety: Safe Work Practice: Gardening & Maintenance

Ladders

 Risks	Risk Level	Risk Controls
Injury from bending, twisting and/or overreaching while moving ladder	Likelihood: D Consequence: 3 Rating = MODERATE	<input checked="" type="checkbox"/> Always have two people to move a ladder <input checked="" type="checkbox"/> Staff competent in manual handling
Injury from falling from ladder	Likelihood: D Consequence: 3 Rating = MODERATE	<input checked="" type="checkbox"/> Staff to not jump from ladder. <input checked="" type="checkbox"/> The staff person holding the ladder to ensure it is stable <input checked="" type="checkbox"/> Staff to not use the top steps of the ladder.
Injury from bending, twisting and/or overreaching while working on ladder	Likelihood: D Consequence: 3 Rating = MODERATE	<input checked="" type="checkbox"/> The staff person holding the ladder to remind the person working on the ladder to be careful <input checked="" type="checkbox"/> Staff competent in manual handling
Injury to others from material falling from ladder	Likelihood: D Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Position ladder in as low traffic an area as possible and restrict access to the area around the ladder with witches hats and tape.
Injury to others from tripping/hitting the ladder	Likelihood: D Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Position ladder in as low traffic an area as possible and restrict access to the area around the ladder with witches hats and tape.

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Portable ladder	
Personal Protective Equipment required: Fully enclosed slip-resistant footwear.	

Activity	Worker behaviour	Client/other's behaviour
a) Determine if job can safely be done by Mercy Services staff	Discuss with the relevant Mercy Services Coordinator: a. only Mercy Services maintenance staff can use a ladder (and they cannot work if the ladder will be near power lines and a contractor is used to clean roof gutters) b. in other cases professional / trades services will be engaged to complete the work	a client's family/carer/ friends always have the choice of using a ladder
b) Select appropriate ladder	a. Where there is any concern about the safety or stability of a ladder, do not use it. b. The ladder needs to long enough so that the person does not need to stretch too far or use the top 3 steps.	

	<p>c. Ladders are to be fitted with rubber (or similar non-slip material) feet to prevent slipping.</p> <p>d. Long ladder and heavy ladder (greater than 20 kg) should only be handled by two persons.</p> <ul style="list-style-type: none"> ➤ Stepladders should only be used in the fully open position. They should be positioned on a stable surface, with no tendency to wobble. They should be made as rigid as possible by the use of side braces and cross braces. ➤ Some specialised types of stepladders have a working platform for standing on at their top; this platform should be surrounded by a handrail. Platform ladders should only be used for handling items that are located at a height compatible with the height of the platform. 	
<p>c) Make work area safe</p>	<ul style="list-style-type: none"> ➤ Place witches hats or tape to ensure people do not walk under or around the ladder. ➤ Beware of contacting power lines when putting a ladder into position. 	<p>There should be no one close to the ladder and surrounding area.</p>
<p>d) Ensure there is adequate support at the base.</p>	<p>Wet grass with soft soil beneath it, or a makeshift support under one side are not acceptable. If the surface is too soft to support the ladder, use a plank or board under the ladder's feet to stop them from sinking. Depending on the degree of unevenness, a plank or board under one or both feet may be adequate, providing the plank(s) are stable, i.e. much wider than the thickness, and large enough not to sink into the ground on one side. If the ground is uneven, use a purpose-made device to steady the ladder. Do not erect a ladder on a slippery surface.</p>	
<p>e) Ensure the ladder is at a slope of approximately 4 in 1.</p>	<p>For every metre in height, the ladder should extend out from the vertical surface at the base by about 250 mm. This minimises the chance of the ladder sliding sideways or backwards and creates a comfortable work area for the worker.</p>	
<p>e) Safely work from the ladder</p>	<ul style="list-style-type: none"> a. One ladder, one person b. Always have three limbs on the ladder when ascending, descending, or working on the ladder. This means either two feet and one hand, or one 	

	<p>foot and two hands on the ladder. To achieve this:</p> <ul style="list-style-type: none"> ➤ always carry your tools in a tool belt, holster or pouch, not in your hands. ➤ Never attach a power tool to the side of a ladder when it is not in use. <p>c. A ladder should never be ‘walked’ by the person standing on it¹</p> <p>d. The ladder should be long enough to provide at least one metre (three rungs) of solid support beyond the height of the task.</p> <p>e. Ladders should be placed in a manner that permits the worker to face towards both the ladder and the task without leaning over the side of the ladder. Always work within easy arm's reach from the ladder.</p> <p>f. Ladders should not be used outdoors when strong winds are blowing</p> <p>g. Ladders shall be firmly secured, or tied off. If it is not practicable to tie off or secure a ladder for whatever reason, the ladder must be ‘footed’ at the base by another person with both hands on the stiles to prevent any movement or overturn of the ladder.</p>	
<p>g) Store ladder safely</p>	<p>a. Ladders should be stored under cover, with adequate support to prevent sagging.</p>	

Reference: WorkCover Safety Guide No: 4503 February 1999.

As at 05/03/2015 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Home Maintenance	Gardener/Maintenance Assistant
Home Maintenance	Maintenance Assistant

Date for review of safe work practice: March 2018 (or if injury or changes require)

¹ The word ‘walked’ above describes the action of a person standing at the top of a ladder who, by moving his body, causes the bottom of the ladder to lift the ends of the stiles alternately to cause the ladder to move.

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COMPETENCY ASSESSMENT

Ladder

Employee _____

Assessor _____

Date _____

Desired Outcome:

To ensure maintenance workers can safely use a ladder when required

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
Determine if job can safely be done by Mercy Services staff		
Only Mercy Services maintenance worker or contracted trades people		
Mercy Services maintenance workers not to clear roof gutters or work near power lines		
Select appropriate ladder		
Make work area safe		
Use witches hats or tap		
Beware overhead wires		
Ensure there is adequate support at the base.		
Use plank under footings if necessary		
Ensure the ladder is at a slope of approximately 4 in 1		
Work safely from ladder		
One ladder, one person		
Three limbs on ladder at all times		
Never "walk" the ladder		
Never use the top three rungs of the ladder		
Always work within easy arm's reach from the ladder.		
Never use outside in strong winds		
Secure ladder with ties or a person holding it		
Store ladder under cover		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor..... Date.....