**SAFE WORK PROCEDURE**

**USE OF EXTENSION LADDER**

### Mandatory Safety Equipment and Signage

- **DANGER: Men Working above Sign** to be placed before entrance points to the site where ladder is erected

- Hard Hat must be worn by person on ladder and anyone beneath ladder

- Safety Cones & Bollards must be placed as safety barriers around base of the ladder

- Safety Glasses must be worn at All Times by those in this work area

- Safety Shoes Must Be Worn In This Area

### MANDATORY PRE OPERATIONAL SAFETY CHECKS

- Ensure ladder footpads are placed on even and non-slippery surface and are firmly placed

- Determine your weight and that of items you will be carrying on the ladder, ensure it does not exceed the loading weight capacity for the ladder.

- Ensure ladder Rungs, side rails, cleats and ladder Rubber Grips is intact and undamaged

  - If any of the above features of this ladder is defective, this ladder is UNSAFE and should not be used. Remove it and tag it **UNSAFE DO NOT USE**, inform supervisor immediately.

### SAFE WORK PROCEDURE

- Ensure 2 persons at all times conduct work using this ladder, this ladder must not be used by a single person; the 2nd person must stand at the base of the ladder to secure it whilst worker is climbing.

- The worker climbing or descending the ladder, must always face the ladder and use both hands to grip onto side rails, never lean out excessively whilst using this ladder as you will fall.

- When carrying tools or equipment use a tool belt or hoist bucket to carry tools and equipment whilst on the ladder, never carry tools in your hand when climbing or descending the ladder.

- For access to an elevated work surface, extend the top of the ladder three feet above that surface and secure the ladder at its top with a rope or latchet.

- Always set the ladder at the proper angle leaning against the wall, with the bottom end ¼ of the total length of ladder away from the wall 1: 4 ratio.

For further enquiries & safety Information send email to ohs@usp.ac.fj

Reference: AS 1657 Fixed Platforms, Walkways, Stairways and Ladders: Design Construction & Installation