

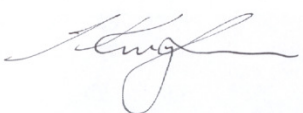



STANDARD OPERATING PROCEDURES

Ladder Safety Procedures

STATEMENT

The Paraplegic and Quadriplegic Association of South Australia Incorporated (PQA) endeavours to ensure where reasonably practicable a safe and healthy work place is maintained at all times. A risk assessment in accordance with our Risk Management Strategy Policy has been undertaken to assist our workers, volunteers, collectors and contractors avoid injury or incident when using ladders in the work place.

| | |
|---|---------------------|
| Approved by:  Chief Executive Officer | Date: November 2012 |
| Registered by:  Manager, Human Resources | Date: November 2012 |

INTENT

All ladders used by PARAQUAD SA/HOMECARE PLUS personnel shall be designed, constructed, used and maintained according to relevant Australian Standards.

Wherever ladders are required to provide access to places where people need to work, they shall be properly maintained and supervised.

DEFINITION

Personnel – all people employed in either a full-time, part-time or casual capacity, volunteers and contractors of PARAQUAD SA/HOMECARE PLUS.

RESPONSIBILITIES

It is the responsibility of all Managers and Supervisors working with personnel of PARAQUAD SA/HOMECARE PLUS to oversee the implementation and enforcement of these procedures.

The Manager, Human Resources and the Occupational Health and Safety Committee have implemented and endorsed these procedures for reasons of personal safety.

PROCEDURES

Personnel working with clients must have prior approval from their Manager/Supervisor before using a ladder.

Personnel using ladders on the job must feel comfortable using the ladder, if personnel are apprehensive about using the ladder for any reason they should not continue with the activity and contact their Manager or Supervisor.

General Notes

- ◆ Step ladders of no more than 60cm in height should be used when there is only one personnel member available. Where a job requires personnel to work with a ladder higher than 60 cm a second person is required to ensure the safety of the person on the ladder by holding/stabilizing the ladder and warning others in the areas that someone is on the ladder.
- ◆ Personnel are only to use A Frame ladders with lockable sides.
- ◆ Personnel shall always face the ladder when ascending or descending.
- ◆ Both hands should be in contact with the ladder when ascending or descending.
- ◆ Tools should be carried on a tool belt.
- ◆ Only one person at a time is permitted on a ladder.
- ◆ Personnel should wear fully enclosed slip resistant footwear when using ladder.
- ◆ Do not climb higher than the third rung from the top of a ladder of more than 60 cm.
- ◆ When working from a ladder, always work within an easy arm's reach from the ladder.
- ◆ Don't "walk" a ladder whilst standing on it. Get down off the ladder to move it to another location.

Ladders shall never be placed in front of a doorway that opens toward the ladder unless:

- ◆ The doors have been locked to prohibit use (*Locking of exit doors is not permissible.*)
- ◆ The doors have been posted with barrier tape or a sign that warns of the person on ladder.
- ◆ A person has been posted on the other side of the door to prohibit entry when ladder is being used.
- ◆ Ladders over 60 cm in height shall be held in place by a person whose responsibility it is to stabilize the ladder for the user.
- ◆ Never place a ladder on concrete blocks or any other object that might move.
- ◆ The ladder should not be overloaded beyond its rated capacity.

- ◆ Do not leave ladders unattended where unauthorized personnel or children may use them.
- ◆ Do not use ladders during strong winds except in emergencies; there must always be a person responsible for stabilizing the ladder for the user.
- ◆ Ladders must be placed on level, solid surfaces. Under no circumstances are personnel to undertake work on stairs or graded surfaces.

RELATED DOCUMENTATION

- ◆ Hazard Identification, Risk Assessment and Control Management
- ◆ Risk Management Strategy Policy and Procedures
- ◆ Workplace Health and Safety Management System Policy
- ◆ Hazard Report
- ◆ Injury and Incident Reports