

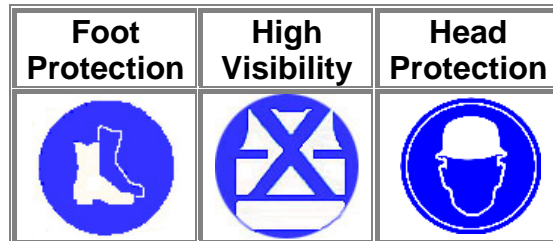
The instructions recommended within this document apply to normal risk conditions. If the Ladder is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment procedure for the Ladder.

Safety risks:

- Falling
- Manual Handling
- Crushing

You must wear this personal protective equipment when doing this task:



Pre-Operational Checks:

- ✓ Ensure no slip/trip hazards are present in workspace and walkways.
- ✓ Check ladder for signs of damage including damaged, bent or cracked rungs and any bending of the stiles.
- ✓ Always check overhead conditions prior to lifting a ladder.
- ✓ Never use wooden, wire reinforced or metal ladders in close proximity to electrical wires.
- ✓ Ensure lighting is appropriate for task.
- ✓ Ensure exclusion zone is clearly marked.
- ✓ Do not use ladder on uneven ground or bad weather conditions.

Safe Operation:

1. Use equipment in applications for which it is intended for.
2. Be aware of "pinch points" and keep fingers and feet away.
3. Extension ladders should always be set at a ratio of 4 to 1 - for every 4 meters up it should be 1 meter out.
4. The extension ladder should be secured at the top and bottom of the ladder.
5. The extension ladder should be set at a minimum of 1 meter above the roof line to assist with stepping on and off the ladder.
6. Generally, it will be required to have two persons assist with setting up the ladder.
7. Do not stand above the third rung from the top of the ladder.
8. Do not walk the ladder.
9. Stepladders should only be used in the fully open position.
10. The ladder should be positioned on a stable surface, with no tendency to wobble.
11. Be sure ladder will not tip over, roll, slide or fall before and during operation.
12. The ladder should be made as rigid as possible by the use of side braces and / or cross braces.
13. Ensure all equipment is restrained from falling – use tool lanyards when required.
14. Hard hats should be worn by any person working in the immediate vicinity of the fall area.
15. Leave the ladder in a work area that is safe, clean and in a tidy state.

Storage & Maintenance:

Safe Operating Procedure Ladder

www.rapidhire.net.au

We are located at:
10 Kerryl Street, Kunda Park Qld 4556
Email: info@rapidhire.net.au
Phone: 07 5456 2664



1. Clean down ladder and check over for damage after use.
2. Fold away and secure with latches.
3. Store away clear of obstruction.

Ladder Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Falling Matter	Participants Operators Spectators Staff	Severity of Risk (S) – 3 Likelihood of Risk (L) – 2 Overall Risk (S x L) = 6 MEDIUM	<ul style="list-style-type: none"> Operator to be trained in correct use of ladder A safety zone is established around the base of the ladder and cordoned off with barriers Tools are carried on a tool belt Equipment is not carried whilst climbing the ladder and is raised to height by pulling up with rope 	Each hire
Defective Ladder	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Ensure equipment is maintained and in good condition before use DO NOT USE FAULTY EQUIPMENT. REPORT IMMEDIATELY TO RAPID HIRE Conduct periodic maintenance to ensure smoother operation Check before use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties 	Each hire
Manual Handling	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Use equipment as per manufacturers recommendations Be alert when working at height Keep hand clear of pinch points Keep area clear of other workers 	Each hire
Slips, Trips and falls	Participants Operators Spectators Staff	Severity of Risk (S) - 1 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 3 LOW	<ul style="list-style-type: none"> Wear appropriate footwear Ensure ladder is stable and on even ground When using ladders members of staff do not work on top 3 rungs or top 2 steps of stepladders Where possible an alternative method of working is used e.g. using an extendable pole to clean high-level areas Ladders are properly set to avoid overreaching Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of slips, trips and falls 	Each hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.