

Ladder Policy and Procedures

Date adopted: 20th June 2023

Responsible Position / Ministry Area: Safety Officer/Diaconate

Who can use a ladder?

Only persons who have completed training in the use of ladders and registered with the MBC Safety Officer may use a ladder. Persons over 65 years old are discouraged from using ladders, particularly if they take medication or have any health issues.

Deciding whether to use a ladder

When deciding whether to use a ladder, always check whether there is a safer, viable alternative available (e.g. whether the work can be undertaken on the ground or whether a step platform can be used). If there is no viable alternative, a ladder can be used.

Step 1—Follow all safety instructions

Always follow:

- the instructions on the packaging or manual
- any safety warnings on the ladder.

Before using a ladder, make sure it:

- is the right length for the job
- has non-slip feet:
- hasn't warped, rusted or corroded.
- isn't missing any parts
- sits on flat, firm ground
- locks securely into place.

Step 2—Check for unsafe conditions

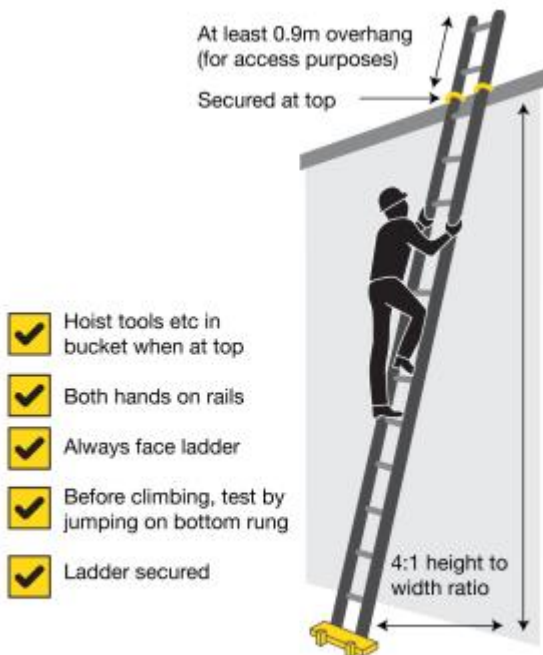
- Make sure there are no power lines or exposed wires near the ladder.
- Fibreglass ladders must be used near electricity
- Never use ladders in thunderstorms, rain or wind.

Document Control Schedule

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Step 3—Set it up safely

Lean the ladder against a wall at a vertical to horizontal ratio of 4:1. This means that if the ladder is 4m tall, place the foot of the ladder 1m from the wall. Make sure that the ladder is footed by another person or secured at the top or bottom.



Example of correctly set-up straight ladder

Step 4—Climb it safely

When climbing on a ladder, always:

- face the ladder;
- wear enclosed, non-slip shoes;
- climb up the middle of the ladder rungs;
- have 3 points of contact;
- carry any tools in a tool belt;
- ladder must overhang top contact point by a minimum of 900mm.

Step 5—Work safely

When working on a ladder, always:

- keep hold of the ladder with one hand
- work within arm's reach of the centre of the ladder (don't lean over)
- climb down and safely reposition the ladder if you need to reach something.

Step 6—Work to your ability

Know your own capabilities. Be careful about climbing a ladder if you:

- are alone and can't get help;
- have a disability or medical condition;
- are taking medication.

Moving Ladders

Ladders are heavy, always use two people when moving them.

Refer to: https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0008/60488/guidanc_ladders9.pdf

	Signed	Printed
Approved by WHS Committee:		
For Pastors and Employees:		

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