

# Before commencing the task

- Consider if a ladder is the safest way to carry out the task.
- Use a commercial grade ladder - do not use tools or equipment supplied by the customer.
- Check that the ladder selected is appropriate for the task with stays, tread and rungs in good condition and the footing is non-slip.
- Consider the environmental conditions when erecting the ladder.

## Essential safe work practices to consider when using a ladder

- Never attempt to work from the top two rungs of a ladder.
- Never attempt to use a ladder with a single or temporary stay.
- Never use a ladder for access or egress into another workspace.
- Never lean to one side or overreach while using a ladder.
- Never use a ladder as a support for a working platform.
- Never place a ladder on boxes or scaffolds to gain extra height.
  
- Always inspect a ladder before each use.
- Always place a ladder on a flat, firm, non-slip surface.
- Always take care when positioning a ladder in corridors or driveways where it could be hit by a person or vehicle. Place suitable barriers around ladders where necessary.
- Always face the rungs when using a ladder.
- Always maintain three points of contact (hands and feet) while working.

## Safe use of ladders

Diagram extracted from the Department of Labour – Draft Best Practice Guidelines for Working at Height; Page 41 figure 12 – “*Example of Acceptable Ladder Use*”

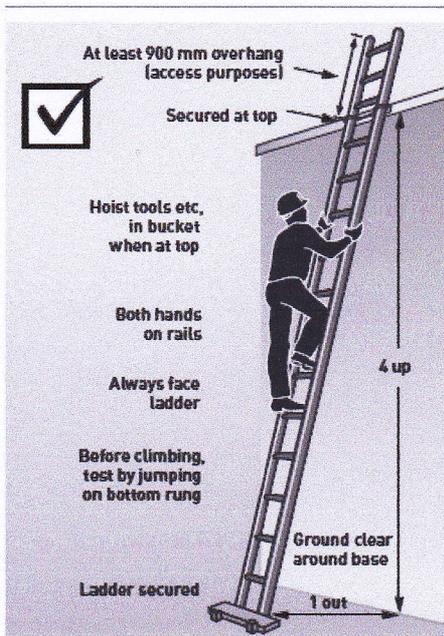


Figure 12 Example of acceptable ladder use

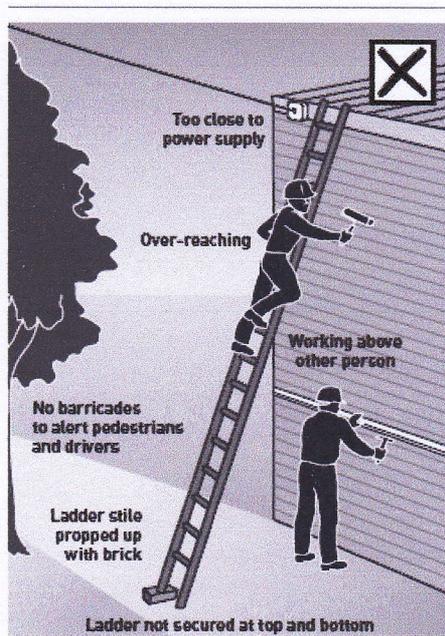


Figure 13 Example of unsafe ladder use