

# Ladders

## scope

This guide sets out our minimum operational requirements and key safety steps for low risk short duration ladder work - includes; "A" frame, extendable and step ladders

The site risk control plan should also be referred to

A "Work at Height" permit will be required where there is a risk of falling from a ladder, when working longer than 10 minutes at more than 1.5m (from your feet). If working >5m it is also notifiable to WorkSafe NZ

Suitably trained and qualified electrical staff working from a ladder, undertaking activities such as overhead lines, street and traffic light works, do not require a work at height permit.



## minimum PPE requirements



## additional PPE based on risk assessment controls



### Ladder checks

- must be rated 150kg or more
- rungs and stiles are clean, straight and undamaged
- all rubber feet & end caps are on & in good condition
- all braces, clips and stays are in good working order
- ropes and pullies are secure and undamaged (if fitted)
- tag out ladder if faulty



Extend 1m above the level you are accessing



Secure your ladder against movement or have it firmly held by another person



- keep 4m away from all overhead lines
- place ladder on firm level non-slip surface
- apply 4 up & 1 out ratio and extend the ladder 1m above access level
- check stays and clips are in place
- secure the ladder against movement



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## Plan the work from start to finish

- face the ladder when moving up or down
- maintain 3 points of contact
- only 1 person on a ladder at a time
- never over-reach when working from a ladder
- stay below the 2nd to last rung when working
- use signs, cones & barricades to warn others
- carry tools on a tool belt or have them handed to you

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## Remember

- first consider other controls such as podium platforms, scaffolding and EWP's - ladders are for low risk short duration work
- your weight and any equipment should not exceed the rated max load of the ladder
- check your ladder is in good condition before you use it (tag it out if faulty)
- set up using the 4 to 1 ratio and secure the ladder from movement
- never over-reach or work past the 3rd to last rung and don't work over the top of anyone
- maintain 3 points of contact \*\*

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## Additional controls

Continually monitor the risks and review and adjust the controls as needed for the duration of the work

- Know what to do in an emergency



## Safe exceptions

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\*\* it may not always be practical to maintain 3 points of contact eg changing a lightbulb



**Working at Heights**  
Critical Risk

scan or click for more info and video

