





Construction Safety Guidelines No. 21

Safe Use Of Ladders

		
SELECTION OF LADDER	FOOTING / TRAINING	USE OF LADDER
<ul style="list-style-type: none"> ▪ The ladder must extend at least 1 metre above the landing place, unless another suitable hand hold is provided. ▪ Provide an intermediate landing with adequate guard rails when the length of the ladder exceeds 9 metres. ▪ Do not use home made ladders. ▪ Metal ladders must have rubber shoes fixed to its base all the time. ▪ Rung of the ladder must be flat. ▪ Ensure that the ladder is of adequate strength and sound construction. 	<ul style="list-style-type: none"> ▪ The ladder must be set on a firm level footing (not bricks). ▪ Do not over load step ladders. ▪ Do not use any metal ladder while carrying out electrical works. ▪ Long ladder shall be carried by two persons. ▪ Keep the front end of the portable ladder 2 metres above the ground level when carried by single person. ▪ Person involved in using portable ladder must be given training. 	<ul style="list-style-type: none"> ▪ Risk assessment must be prepared before carrying out any works from ladders or step ladders. ▪ Ensure that 3 point contact is made all the time while climbing or descending a ladder. ▪ Ensure that the ladder is used by only one person at a time ▪ The ladder must be set at the correct angle, approximately 75° with the horizontal. (1H:4V) ▪ All ladders used for access must be securely fixed in place. ▪ Do not try to stretch too far on sides whilst standing on the ladder.
		
STEP & EXTENSION LADDER	INSPECTION & TAGGING	STACKING & MAINTENANCE
<ul style="list-style-type: none"> ▪ If working from a ladder or step ladder top 3 rungs must not be used. ▪ Always ensure extension ladders and step ladders are locked securely to prevent collapse. ▪ Overlapping of two extension ladders shall be done in accordance with the Manufacturers Manual. 	<ul style="list-style-type: none"> ▪ Ladder must be inspected by a competent person at the start of each shift. ▪ Use an inspection tagging system for ladders. ▪ Defective ladders must be removed from use. ▪ Use PPE as per site rules or as per risk assessment. 	<ul style="list-style-type: none"> ▪ After completion of the works ladders should be returned to the store for maintenance / thorough inspection. ▪ Ideally ladders should be stored off the floor to maintain safe access. ▪ Ladders with missing rung/s must not be allowed to use.