

EHS Guidance Notes



GN # 21 – Safe Use Of Ladders

Environment, Health and Safety
Ports, Customs & Free Zone Corporation

<p>SELECTION OF LADDER</p>	<p>FOOTING / TRAINING</p>	<p>USE OF LADDER</p>
<ul style="list-style-type: none"> ▪ The ladder must extend at least 1metre above the landing place, unless another suitable hand hold is provided. ▪ The vertical run of the ladder should not exceed 6 mtrs, unless an intermediate landing has been provided. ▪ 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 75⁰ 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.
<p>STEP & EXTENSION LADDER</p>	<p>INSPECTION & TAGGING</p>	<p>STACKING & MAINTENANCE</p>
<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.