

Works Procedure 11
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Ladders

1.0 Purpose and Application

This procedure details the correct use, care and storage of ladders.

2.0 Related Documents

All ladders must be provided and used in accordance with the following:

- 2.1 The Provision and Use of Work Equipment Regulations 1998,
- 2.2 The Work at Height Regulations 2005
- 2.3 INDG 402 Safe use of ladders and stepladders An employers' guide
- 2.4 Risk assessment

3.0 Procedure

3.1 Planning Procedure

- 3.1.1 The above standards will be allowed for at pre tender or negotiation stage.
- 3.1.2 The Site Supervisor will arrange for the required number and types of ladder to be provided taking into account the standards above and the nature of work being undertaken.
- 3.1.3 The means of securing ladders will be planned as far as possible and sufficient materials made available.
- 3.1.4 Training provided to supervisors and operatives will include the hazards and precautions relating to ladders and their use Ref: INDG 402 Safe use of ladders and stepladders.

3.2 Supervision

- 3.2.1 Ladders will be checked by the Site Supervisor before use to ensure that there are no defects and will be checked regularly.
- 3.2.2 Where a defect is noted or a ladder is damaged, it will be taken out of use immediately and either repaired by a competent person or scrapped by sawing in half. The Site Supervisor will check that all ladders in use are properly secured, are on a solid level base and are correctly used.
- 3.2.3 Contractors will be expected to comply with the current regulations with regard to the inspection and examination of ladders which they provide for use on site.
- 3.2.4 Ladders will not be used to provide access or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc). Methods of use which will result in damage to the ladder will not be permitted.
- 3.2.5 Proper storage must be provided for ladders, ideally this should be under cover, where possible and with the ladder properly supported throughout its length.

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3.3 Safe Systems of Work

- 3.3.1 The main hazards associated with ladders are:
- 3.3.2 Insufficient foothold at each rung
- 3.3.3 Insufficient handhold at top of ladder or at stepping off position
- 3.3.4 Insufficient overlap of extension ladders
- 3.3.5 Ladder at unsuitable angle, swaying, springing etc (recommend angle 1 in 4 or 70 degrees)
- 3.3.6 Not securing the ladder properly
- 3.3.7 Unsafe use of ladder (over-reaching, sliding down etc)
- 3.3.8 Unsuitable base to ladder
- 3.3.9 Using a ladder where safer method should be provided
- 3.3.10 Using defective ladders
- 3.3.11 Using ladder near overhead electrical cables, crane contacts etc
- 3.3.12 Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds etc to others, particularly children, is prevented.
- 3.3.13 When working with ladders always maintain 3 points of contact.



Incorrect – overreaching and not keeping three points of contact

Source HSE.



Correct - user maintaining three three three points of contact

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- 3.4 When climbing or working from a ladder, three points of contact should be maintained. [Three points of contact means both feet and one hand in contact with the ladder or stepladder.]
- 3.4.1 When working from a ladder where a handhold cannot be maintained except for a brief period (e.g. to hold a nail whilst starting to knock it in, starting a screw), other measures will be needed to prevent a fall or reduce the consequences of one (e.g. a fall arrest system).

3 Records

Weekly Checks Report
Daily Works Record Sheet
Plant and Equipment Log.