

# YOUR COMPANY NAME

## PROCEDURE FOR USING LADDERS

### Ladder safety procedure

#### Do ensure that:

- Before you use a ladder, you have considered if the work could be carried out by a safer method, but have concluded that it isn't viable.
- The ladder is significantly strong and long enough for its intended use.
- There are at least three rungs extending beyond a roof's edge.
- The ladder is secured at the top, wherever practicable.
- The ladder is positioned so that the base won't slip outwards ("one out, four up" rule).
- The base of the ladder is placed on a firm, level and dry surface.
- If the ladder needs to be placed on grass, that it has a large wooden board placed underneath it to prevent it from slipping.
- The bottom of the ladder has been secured by stabilisers or ties, to a stable, fixed object.
- If this isn't possible, that there's another person around to "foot" the ladder.
- When in use, the ladder rests against a solid surface (not guttering or similar).
- You always keep your body facing the ladder at all times, in the middle of the ladder.
- You use a shoulder bag, belt holster or belt hooks for carrying tools up and down.
- If the ladder has been loaned, that it's been checked on return as safe for further use.
- If the ladder is placed in front of a door, that the door remains locked or guarded.

#### Don't ever:

- Use a ladder in a strong wind.
- Use a ladder in heavy rain.
- Use a ladder near any power lines.
- Overreach when using a ladder.
- Have more than one person on a ladder at any one time.
- Try to carry a long ladder on your own. Always get assistance.

I have read and understood this procedure.

Signed: .....

Date: .....

**Note: A copy of this procedure should be retained on the employee's personnel file.**