

YOUR COMPANY NAME

DESCRIPTION OF WORK	
JOB REFERENCE	
PRINCIPAL CONTRACTOR / CLIENT	
SITE ADDRESS	
HAZARD REFERENCE 025	WORKING AT HEIGHT – USE OF A LADDER

PERSONS AT RISK – E = EMPLOYEE, SE = SITE EMPLOYEES, P = PUBLIC

LIKLIHOOD OF INJURY – H = HIGH, M = MEDIUM, L = LOW

Risk	Persons At Risk			Likelihood of Injury			Control Measures	Likelihood of Injury With Control Measures		
	E	SE	P	H	M	L		H	M	L
Fall from ladder or fall of materials causing death or serious injury							Use alternative form of access if at all possible			
							Use Class 1 industrial ladders and thoroughly inspected before use			
							Ladders should only be used for access getting to and from the workplace. The only exception is for light short duration work – no longer than 30 minutes work			
							Not to be used when work cannot be completed with one hand (3 points of contact required)			
							No work is to be attempted if it means overreaching to the side			
							The ladder should be fixed at the top and/or bottom to prevent slipping or footed by another person and set on a firm base. The ladder should not be secured by the rungs			
							Use the shortest ladder possible while leaving 1m at the top of the ladder above the platform to aid access and egress to ladder			
							All tools should be carried on tool belt of shoulder bag			
							Ladders should not be used in positions where they could become a hazard or knocked over			
							Do not carry heavy loads. Make use of other types of lifting equipment			
						Set ladder at correct angle (1 in 4) to wall. Do not use against fragile surfaces				

							Both feet of the ladder to be on firm footing			
							Ladders should be removed at the end of the working day to prevent access by third parties i.e. public, children etc			