



RISK RATING 1 HIGH 2 MEDIUM 3 LOW	SAFE WORK METHOD STATEMENT Title: : Ladder Operation Ref No: 1	I approve the use of this Safe Work Method Statement: NAME: _____ POSITION: Department Manager SIGNATURE: _____ DATE: ___/___/___
		Project: USE OF A LADDER
Critical Steps in this Activity:	Potential Hazards:	Safety Controls:
<ul style="list-style-type: none"> • Selection of ladder • LOW 	<ul style="list-style-type: none"> • Fall • Sprains • Breaks • Back injury 	<ul style="list-style-type: none"> • Inspect the ladder before it is used • Make sure it is in sound condition-clean, dry and undamaged • Use two persons to carry ladder to task if required • When carrying a ladder keep the front end elevated
<ul style="list-style-type: none"> • Placing and securing ladders • MEDIUM 	<ul style="list-style-type: none"> • Ladder could fall if not secure • Injury to children 	<ul style="list-style-type: none"> • Secure ladder to structure before climbing onto steps • Do not allow children near ladder • Have another staff member near the ladder, supervising the area to support the ladder when necessary
<ul style="list-style-type: none"> • Ascending descending & using ladder • MEDIUM 	<ul style="list-style-type: none"> • Fall from ladder • Broke bones • Soft tissue damage 	<ul style="list-style-type: none"> • Wear appropriately footwear when climbing ladders • Have three limbs on the ladder at all times • Never at any stage use hands to carry items on ladder • Do not use ladder when broken, patched, oily or cracked rails, damage rungs or steps • Only one person stands on or works from a standard ladder

<ul style="list-style-type: none">• Maintaining and storing ladders• STORE LADDERS IN AN APPROPRIATELY, DRY PLACE. LADDERS SHOULD BE INSPECTED REGULARLY• MEDIUM	<ul style="list-style-type: none">• Injury from poorly maintained ladder	<ul style="list-style-type: none">• Store stepladders vertically, in a closed position• Secure stored ladders so that they will not tip over• Remove defective ladders from service, TAG or make with words "DANGEROUS, DO NOT USE"
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License/Training	List Plant-Equipment
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	<i>Ute, Ladder</i>
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List: /Personal Protective Equipment required for this Activity	List Equipment Maintenance Checks required for this Activity	Engineering Certificates	Hazardous Substance
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<i>Hi visibility clothing</i> <i>Safety Boots</i>		Type	Type
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Duties & Responsibilities

To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in safe working order. Perform safety checks of equipment
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Safe Work Method Statement

The personnel listed below have been made aware or and understand the procedure, hazards and control measures outlined in the Safe Work Method Statement. They will abide by the control measures outlined within the Save Work Method Statement.

Name	Position	Signature

Any changes. Additions or deletions made to this Safe Work Method Statement are to be covered with the above personnel and The Principal Contractor representative at a Toolbox meeting. (Record date and time of Toolbox meeting below)

Date: _____
Time: _____
Comments: _____

Reviewed by: _____ **Date:** _____