

## SAFETY FIRST

If you are collecting the equipment for someone else please make sure this sheet is given to the equipment user to read. This sheet should be given to the site supervisor if the equipment is being hired for commercial use so that the information is available to all users. Before starting any job, be sure to spend a few minutes planning and understanding the hazards and risks of the activity and determining how you will control them to prevent injury or damage.



## Required Safety Equipment



Head Protection



Foot Protection



Protective Clothing

## Safety on Ladders

- Ladders don't offer any protection from a fall. Ladders are primarily a means of access to carry out light tasks that are of short duration, for example changing a light bulb or touching up paint
- Don't use ladders as work platforms or scaffold planks. Instead use scaffolding or Elevated Work Platforms (EWP)
- Inspect the ladder carefully before climbing, never use a damaged ladder
- Never drop or throw ladders
- Read all labels and follow all instructions
- Ensure ladder feet are secured on firm level ground
- Never place blocks or other loose materials under a ladder to gain extra height or adjust for uneven ground
- Never position ladders where they block doorways, foot traffic or vehicles
- Always wear non-slip shoes when climbing
- Never stand above the highest safe standing rung
- Always face the ladder and keep body centred between rails
- Never over reach, lean to one side or stand on one foot
- Never permit more than one person per side on double sided step ladders at a time

## Choosing the right ladder

- Determine the application to match the ladder to the job
- What weight is to be carried? (includes the user plus tools and materials)
- Be sure of your working heights and match the height so you don't need to step higher than the third step from the top

## How to use a step ladder

- Ladders are to provide access only or for minor or routine work
- Read all instruction labels carefully
- Always open step ladder and lock spreader arm before climbing
- Check stability and ensure that all four feet are on firm level dry ground
- If opening the step ladder fully the safe working angle should be 1m out at the base for every 4m of height
- For extra safety have a second person secure the ladder while you're on it.
- Stake and tie the feet if possible for extra stability
- Do not place ladder feet on boxes or unstable support to level or gain added height
- Beware of overhead power lines and call your local electricity supplier if you need the power turned off
- Keep body centred between rails and don't over reach
- Always keep steps clear and dry where possible
- Never climb a damaged ladder and always inspect before each use
- Never climb higher than the third step from the top
- Always maintain three points of contact at all times (E.g. Two feet and one hand or one foot and two hands)