

## REQUIRED SAFETY EQUIPMENT



## 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 job. Do this by:**

- Thinking about and observing your surroundings
- Running through the steps of the job in your mind
- Identifying the hazards, how you can get hurt and how you'll prevent it
- Knowing what plant and equipment you need
- Only starting when you can do the job safely
- Ensuring you are trained or experienced for the task
- Communicating with everyone involved

**Points to consider when planning a task. Can you:**

- Come into contact with an energy source (e.g. heat, electricity, substance under pressure) or hazardous materials
- Be struck-by or against anything?
- Be caught-in, on or between anything?
- Slip, trip or fall on the same or too a lower level
- Strain or sprain a muscle?
- Cause damage to plant equipment or property?
- Spill or pollute something?

# Extension Ladders

### 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 fourth run from the top



### 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 top is fully supported/secure and 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 centered between rails
  - Never over reach, lean to one side or stand
  - Never permit more than one person on the ladder at a time
  - Always haul materials up on a line rather than carry them up the ladder
- For extra safety have a second person secure the ladder while you're on it.
  - Stake and tie the feet and tie the top wherever possible
  - Do not place ladder feet on boxes or unstable support to level or gain added height
  - Make sure all locks are fully engaged
  - Beware of overhead power lines and call your local electricity supplier if you need the power turned off
  - Keep body centered between rails and don't over reach
  - Always keep rungs clear and dry where possible
  - Never climb a damaged ladder and always inspect before each use
  - Never climb higher than the fourth rung 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)

### Level-Arc equipped ladders only

Maximum Gradient 15°  
(170mm height difference between feet)



When setting your ladder down ready to use, hold the ladder above the ground, looking at the ladder rung that is at your eye level, to ensure that it is horizontal (ie. the ladder is vertical). Gently place your ladder 'straight' down on the ground and this will allow the Level-Arc to position itself accurately. Once the ladders weight is resting on the Level-Arc, then lean it on to the building / support you are using.

### How to use an extension ladder

- Ladders are to provide access only or for minor or routine work
- Read all instruction labels carefully
- Straight ladders should be 1m out at the base for every 4m of height
- Be sure that the ladder feet are on a firm, level, non-slippery surface
- Always ensure the top of the ladder is firmly supported