

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 047 – LADDERS

1. PURPOSE AND SCOPE

Minimum requirements for selection and safe use of portable ladders at Illusions Australia.

Ladders are primarily an access method and should only be used as a work platform for light, short-duration work where safer higher-order controls are not reasonably practicable.

2. AUTHORISATION AND COMPETENCY

Workers must be competent to select, inspect, position and use the ladder safely.

Tasks involving significant fall risk require assessment under the Working at Heights controls.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear with clean, slip-resistant soles.
- Other task-specific PPE that does not compromise three points of contact.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Ladder is industrial-rated and suitable for the task.
- Stiles, rungs, feet, locks and spreaders are undamaged.
- Surface is firm, level and non-slip.
- Doors, traffic and mobile plant are controlled.
- Electrical hazards are identified; conductive ladders are not used near live electrical hazards.
- Required working height can be reached without standing on prohibited upper steps or overreaching.

5. SAFE OPERATING PROCEDURE

1. Choose the safest access method before selecting a ladder.
2. Inspect ladder before use.
3. Set stepladders fully open with spreaders locked.
4. Set single/extension ladders at a stable angle and secure against movement.
5. Maintain three points of contact while climbing.
6. Face the ladder when ascending/descending.
7. Keep belt buckle/body substantially between the stiles; descend and reposition rather than overreach.
8. Use a tool belt/hoist so hands remain available.
9. Barricade or control the area where others could strike the ladder.
10. Return ladder to storage after use.

6. PROHIBITED PRACTICES

Workers must not:

- Use damaged or makeshift ladders.
- Stand on the top cap or prohibited upper steps.
- Overreach or lean sideways excessively.
- Carry bulky/heavy loads while climbing.
- Place ladders on boxes, pallets or unstable bases for extra height.
- Use metal ladders near live electrical hazards.
- Leave a ladder where it can be struck by a door, vehicle or plant without controls.

7. FALL PREVENTION

A ladder provides limited fall protection.

- Use a platform, scaffold or EWP where the task requires extended work, significant force or two-handed activity that compromises stability.
- Keep climbing and work duration to the minimum necessary.

8. SECURING AND ACCESS

Ladders can slip at the feet or top.

- Secure where practicable.
- Keep access points clear.
- Where used for access to another level, provide the required extension/handhold beyond the landing.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop if the ladder moves, flexes abnormally, becomes damaged, the surface deteriorates or weather/traffic conditions become unsafe.

Remove defective ladders from service.

10. SHUTDOWN AND HOUSEKEEPING

- Clean mud/contamination from rungs and feet.
- Store ladders to prevent damage.
- Remove defective ladders from use and report them.
- Remove temporary barricades only after ladder work is complete.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- A safer access method is reasonably practicable for the task.
- The ladder is damaged or unsuitable.
- Firm level footing cannot be achieved.
- Electrical or traffic hazards cannot be controlled.
- The task requires overreaching or excessive force.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 047 – Ladders
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document