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Example content:

Document no.	Work description		
	Use of ladders		
	Scope Applies to the use and operation of ladders. To ensure they		
Review date	**References : AS NZS 1892.5-2000 Portable ladder – selection and safe use of**		
Responsible supervisor	**PPE and precautions**	**Competencies or qualifications**	**Licences or permits required**
Insert name in BLOCK letters	**Do not wear** anything loose that Wear all required PPE such as • • • • •		
Tools and equipment required:			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE			
Pre Operational Safety Checks	• Is a ladder the safest, practical means of access for this task • The ladder is appropriate for the task • The ladder is used only for the purpose for which it was designed • Only non-metal ladders are used • Side rails of the ladder extend at • The ladder has been inspected • Joints between step and side • Rungs free of • All components of ladder		
Safe Operational Use	• Face the ladder when • Do not place the ladder • Do not use metal ladders • Do not stand above the third • Climb down and move the ladder • Carry single or extension ladders • Carry step ladders		
Operational Safety Checks	**Setting up the ladder** • Ladder based on firm • Ladder tied off at the top, • Straight ladders erected at the • Step ladders opened fully and • Upper and lower sections of • Ladders not blocking doorways; • Weight of the ladder • Two or more people **Using the ladder** • Three points of contact • Only one person on the • Tools carried on a • Rungs grasped • Appropriate footwear • Over reaching prevented;		

Business Savvy – Safe Work Instruction - Ladders

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