

~ FABRICATION ~



METALWORK

OPERATING INSTRUCTIONS



METALWORK

INTRODUCING

the

LADDERS



Safe use of ladders

Access Level 1 - introduction to the safe use of step ladders at Bower Ashton campus
Step ladder is a piece of equipment that helps you work at height

PPE Basic

- Stout footwear
- Safety glasses if using drill or other hand tools
- Keep hair, rings ties and dangling jewellery tied up or tucked away

What to do before use

- Visual check of step ladder: stiles, rungs and treads, feet and end caps, tie rods, paint tray shelf where applicable
- If STUDENTS report any fault to academic/ technical/ workshop staff
- If STAFF, log in the fault reporting log book – then email technical team (Luisa Holder) to report if equipment requires maintenance or servicing, indicating whether the equipment is out of operation and for how long
- Do NOT use if any fault is found
- Flooring condition – is it free from dust, dropped debris or other obstructions?
- DO NOT USE OVER STAIR WELLS, F Block CORRIDOR RAILINGS or any balconies or atriums!
- ADEQUATE overhead/ natural/ machine lighting?
- Make sure step ladder is suitable for use

How to Use This Step Ladder

- **When manual handling the ladder into location, make sure you adopt normal manual handling procedures: bend your knees to lift the load, do not bend your back, and lift the load at the central balance point so you don't over compensate for adverse strain in any one direction. Have somebody help you open doors if the steps are long. Carry the ladder in pairs if it is large**
- **Make sure step ladder is erected on a flat even and non-slip floor surface**
- **Make sure any locking mechanism is in place**
- **Short duration of work – maximum 30 mins**
- **Light work – up to 10kg**
- **Do not work off the top two sets unless you have a safe hand hold**
- **Avoid side on working, especially for solid material like brick or concrete**
- **Do not overreach - make sure your navel stays within the stiles and keep both feet on the same rung or step throughout the task**
- **Maintain THREE POINTS OF CONTACT at the working position**
- **When maintaining a handhold is impossible, lean into the step ladder and keep contact with the knee or torso to satisfy the three points of contact rule?**
- **Where side loading does occur, secure the step ladder by tying to a suitable anchor point. If step ladders are not suitable for the work to be carried out, alternative access equipment will need to be sought via your academic staff, Scaffolding, Cherry picker etc**
- **Please notify the member of staff who is allocating you the ladder if you have any medical condition that might cause you to lose consciousness or use a ladder safely. They will risk assess your condition and make arrangements for your support**
- **Do not use a ladder if you are under the influence of alcohol or drugs**

Date

I verify that I have read and understood the information detailed within this document

Name

Signature