

LSOP Title	Step Ladders
LSOP No.	LSOP58
Version	1.1
Location	UQ Node/Centre-wide
Policy/Procedure Link	Working at Height
Risk Assessments	
Approved by	<i>Elizabeth Dun</i>
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1.0 Scope

This procedure covers the use of step ladders and the requirements of UQ or working at height.

This LSOP does not cover working at heights above 2 meters or the use of ladders other than step ladders or bench stools.

2.0 Definitions

Working from height – where there is a risk of falling from one level to another (i.e. falling from a step ladder).

3.0 Materials and Equipment

1. Step Ladder
2. Appropriate Footwear

4.0 Prescribed Actions

General Safety Information:

1. Organisational Units must ensure that risk assessments are completed in UQSafe for tasks and activities that require working at height less than 2 metres to determine:
 - the risk of falling from one height or level to another; and
 - risks from falling objects.
2. Appropriate equipment must be used for any work at height (e.g. platform ladders should be used instead of standing on furniture).

LABORATORY STANDARD OPERATING PROCEDURE (LSOP)

ARC COE for Plant Success in Nature and Agriculture: *Step Ladders*

3. Organisational Units are responsible for ensuring that safe operating procedures are followed when ladders are used by UQ workers in their area and that ladders:
 - comply with Australian Standards and have a clearly displayed load rating of at least 120kg;
 - are manufactured for industrial use; and
 - are regularly inspected and maintained.
4. For more information about safe ladder use, refer to the *Work at Height Management Plans*.

General Use:

1. Ensure the floor space is clear
2. The step ladder must be placed flat on the floor, with the ladder fully extended and safety in place.
3. Look above to determine if there is risk from falling objects.
4. Wear appropriate enclosed shoes with adequate grip.
5. Stand with both feet on the step ladder and reach for the item/s required.
6. Safely place item down.
7. Pack up the step ladder immediately after use.
8. If the ladder is broken or damaged immediately alert WHS.

5.0 Monitoring and Review

This LSOP will be reviewed annually, or as may be otherwise required because of changes to ARC requirements or changes to institutional policy and procedure.