**Work Method Statement:** 22 WMS Use of Step Ladders.doc

<table>
<thead>
<tr>
<th>WMS FOR (Task):</th>
<th>STATEMENT WRITTEN BY:</th>
<th>AUTHORISED BY</th>
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<tbody>
<tr>
<td>22 Use of Step Ladders</td>
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<tr>
<th>Facility:</th>
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<tr>
<th>Task Location:</th>
<th>Revision No: 01/2011</th>
<th>Revision Date: 11 August 2012</th>
<th>Date of issue: 14 April 2012</th>
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### PROCEDURE (by steps)

**POTENTIAL HAZARDS**

Break the task down into steps. Each step should accomplish a major task and be in a logical sequence. You identify the hazards associated with each step by examining each process to find the possibilities that could generate an accident/incident.

**SAFETY CONTROLS**

The action or procedure that will be put in place to eliminate, remove or minimize the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.

**Step 1:**

- Ensure client is aware of where and when process is taking place.
- Deliver equipment to site.

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<th>Injury to Person/s:</th>
<th>SAFETY CONTROLS</th>
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<td>Manual Handling (i.e. twisting causing body stress)</td>
<td>Staff and site specific inductions completed and signed off.</td>
</tr>
<tr>
<td>Slip, trip, falls.</td>
<td>All employees will have received training in manual handling techniques and OH&amp;S.</td>
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- Ensure signs & barricades are erected around work area to prevent unauthorized entry.
- PPE shall be used as required for the contracted tasks (i.e. gloves, hearing/eye protection, safety footwear).
- Ensure work area is clear of water, cords and obstacles which may be trip hazards.
- Ensure process is being completed to client specifications.
## PROCEDURE (by steps)

- Break the task down into steps. Each step should accomplish a major task and be in a logical sequence.

## POTENTIAL HAZARDS

You identify the hazards associated with each step by examining each process to find the possibilities that could generate an accident/incident.

## SAFETY CONTROLS

The action or procedure that will be put in place to eliminate, remove or minimize the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.

### Step 2:

**COMMENCE SCOPE OF WORKS**

- Review the task with supervisor to ensure that it can be carried out safely from the step ladder.
- Using the step ladder safely.

**Injury to Person/s:**

- Manual Handling (i.e. body stress).
- Slip, trip, falls.
- Eye damage from falling debris.
- Cuts and abrasions from falling debris.
- Fall due to damaged or unstable step ladder.
- Fall due to incorrect working posture.
- Step ladder made unstable by contact with other object or person.

**Safety Controls:**

- Use appropriate PPE as stated previously – eye protection and footwear.
- Use ladder only if required using correct manual handling techniques – do not twist body.
- Be aware of falling dust and debris.
- Inspect step ladder for damage **DO NOT USE A DAMAGED OR UNSTABLE STEP LADDER.**
- Ensure ladder is fully extended and on firm level ground.
- For heights above 1.2 meters use second person.
- Do not go above marked step.
- Do not reach outside vertical line steps.

### Step 3:

**COMPLETE OF SCOPE OF WORKS**

- General Housekeeping.
- Monitor client feedback.

**Injury to Person/s:**

- Manual Handling (i.e. twisting causing body stress).
- Slip, trip, falls.

**Safety Controls:**

- All access/egress areas shall be maintained clear of any collected waste and material at all times.
- Clean work area as required, clean equipment & store safely.
- All waste material to be removed as per contract.
- Remove signage and barricades, only when area is safe.
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**Employee’s Name:**

**Declaration:**
I understand my employer’s Work Method Statement & will comply at all times:

**Date:**

**Signature:**