

# SAFETY MEMO

<b>Title:</b>	<b>Staying Safe When Using a Ladder</b>		
<b>Date:</b>	<b>Wednesday, 20 December 2023</b>	<b>Memo Ref</b>	<b>SM201223</b>
<b>Issued to:</b>	<b>All Coral Homes Construction Employees and Subcontractors</b>		
<b>Background:</b>	<p>Incorrect use of ladders is a common cause of worksite injury. There are many types of ladders, each with its own particular qualities, but if not used correctly, can lead to serious injury or death, even when working at low heights. There have been a number of recent incidents on Coral Homes sites where workers have used ladders inappropriately, carrying long/heavy materials such as trusses, not maintaining 3 points of contact and rushing while working on a ladder to finish the job. On two occasions, this resulted in serious injury that required medical treatment.</p>  <p>Every person on a worksite has a duty to ensure their own safety, and the safety of those around them. Be sure to take appropriate precautions when using or working around ladders.</p>		
<b>Direction to Coral Homes Employees and Subcontractors:</b>	<p>Follow the instructions below before commencing any work on a ladder at Coral Homes Construction sites.</p> <ul style="list-style-type: none"> <li>• Plan ahead and choose the right ladder for the job. It should meet Australian standards and the load requirements of the job.</li> <li>• Inspect the ladder for damage before each use.</li> <li>• Use a ladder only if you are physically capable of doing so.</li> <li>• Always set up the ladder on a flat, stable surface.</li> <li>• Consider using ladder safety devices like leg levellers, anti-slip gutter guards and stabilisers.</li> <li>• Always maintain three points of contact with the ladder. This means two hands and one foot, or two feet and one hand on the ladder at all times.</li> <li>• Never lean or reach away from the ladder while using it.</li> <li>• Only take small items up or down a ladder.</li> <li>• Only carry items that allow you to maintain three points of contact – never large or heavy items such as building materials.</li> <li>• The combined weight of the person using the ladder and any items or tools should never exceed the working load limit on the ladder.</li> <li>• A-frame ladders should only be used when locked in the fully open position.</li> <li>• Do not climb or work past the second-last rung of a ladder, and never straddle the top of an A-frame ladder.</li> <li>• When climbing down, remain facing the ladder and climb to the bottom rung before stepping off.</li> </ul>		
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