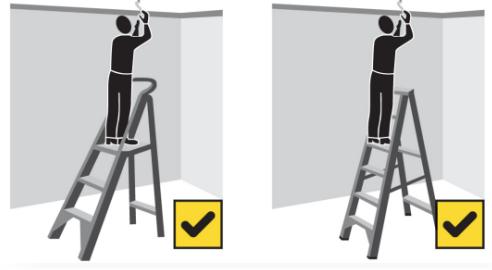


SAFETY MEMO

Title:	Ladder Safety		
Date:	Tuesday, 4 February 2025	Memo Ref	SM040225
Issued to:	All Subcontractors		
Background:	<p>Incorrect use of ladders is a common cause of worksite injuries. While there are various types of ladders (each with their own specific safety requirements) improper use can lead to serious injury or even death (even when working at low heights). Incidents involving inappropriate ladder use, often occur when workers carry heavy or long materials, fail to maintain three points of contact, overreach, or rush to finish tasks. Overreaching while on a ladder significantly increases the risk of losing balance and falling. Every person on a worksite has a responsibility to ensure their own safety, and the safety of those around them. Always take appropriate precautions when using or working around ladders to prevent accidents and injuries.</p> 		
Direction to Subcontractors:	<p>Coral Homes recommends the use of platform ladders, wherever possible. Whether using a platform ladder or not, a prestart safety inspection must always be carried out to ensure the ladder is suitable and safe for the works required.</p> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;">  <p>Incorrect user of ladder. Never straddle or stand above the second tread below the top plate.</p> </div> <div style="flex: 1;"> <p>Acceptable uses</p> <p>Provided a ladder is fit for the purpose, appropriate for the duration of the task and set up in the correct manner, it may be appropriate for light duty and short duration tasks where higher order controls are not reasonably practicable. You could use a ladder:</p> <ul style="list-style-type: none"> ▪ as a means of access (eg getting to and from scaffolding or the roof of a small building or structure) ▪ when installing lightweight items or fixtures (eg fitting off a light fixture on a 3m high ceiling) ▪ when inspecting, assessing or undertaking minor maintenance on items or fixtures (eg servicing air-conditioning units, touching up paint work defects) ▪ while using lightweight, low torque or clutched power tools that are designed to be operated single handed (eg cordless drill).  <p>Correct use of a platform stepladder and a ladder used for working near a ceiling.</p> </div> </div>		

Before commencing any work on a ladder at Coral Homes' Construction sites, follow these instructions:

- **Plan ahead** and choose the right ladder for the job. It should meet Australian standards and the load requirements of the task.
- **Inspect the ladder** for damage before each use.
- **Ensure you and your workers are physically capable** of using the ladder.
- **Set up the ladder** on a flat, stable surface.
- **Consider using safety devices** like leg levellers, anti-slip gutter guards, and stabilisers.
- **Always maintain three points of contact** with the ladder.
- **Never lean or reach away** from the ladder while using it.
- **Only carry small items** up or down a ladder.
- **Carry only items** that allow you to maintain three points of contact. Never carry large or heavy items, such as building materials.
- **Ensure the combined weight** of the person using the ladder, along with any items or tools, does not exceed the ladder's working load limit.
- **A-frame ladders** should only be used when locked in the fully open position.
- **Do not climb or work, on or past**, the second-last rung of a ladder and never straddle the top of an A-frame ladder.
- **When climbing down**, always remain facing the ladder.

Thank you for your cooperation and unwavering commitment to safety while working on our sites.

Authorised By:	Ben Garland	Position:	General Manager – Construction
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