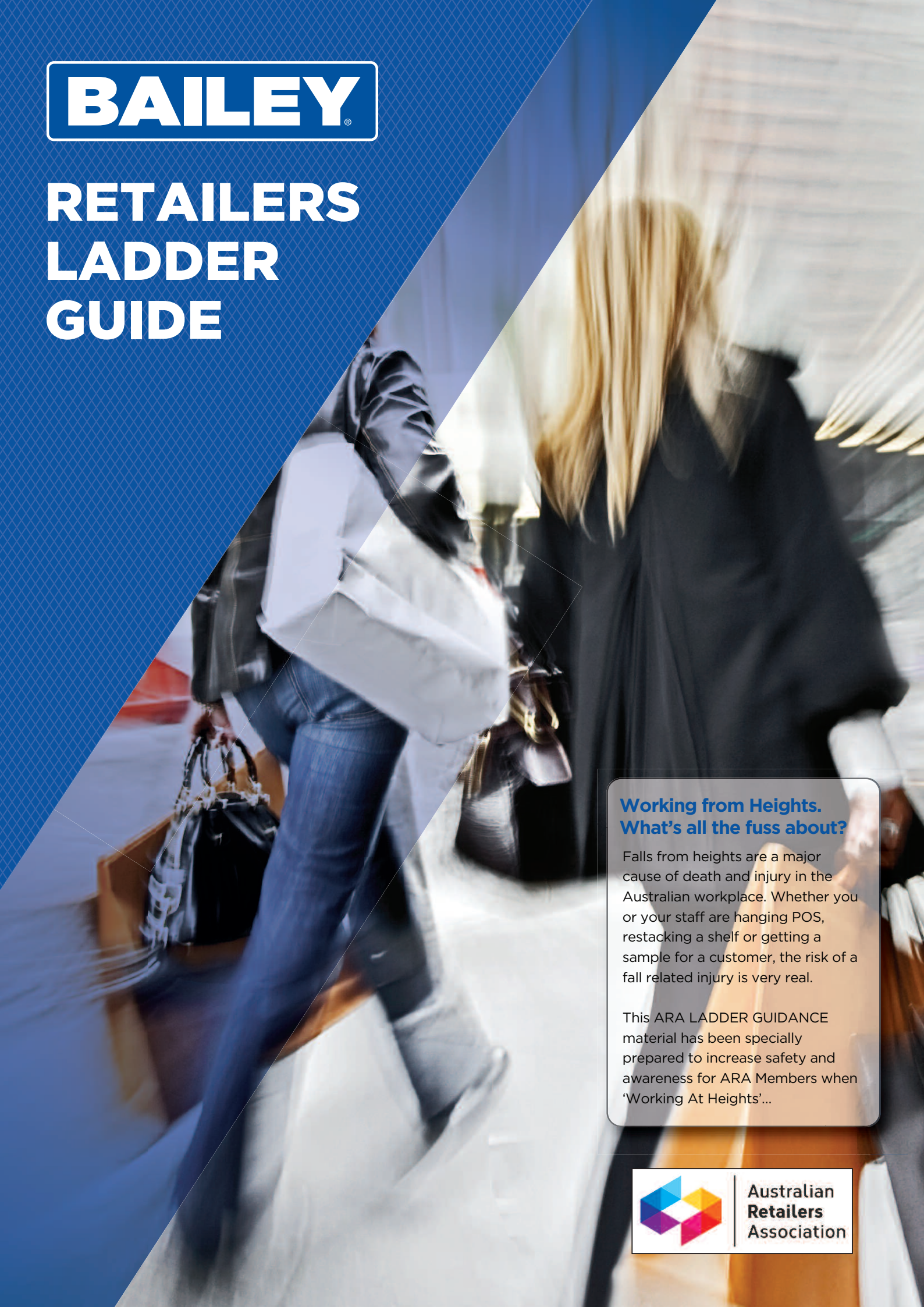
BAILEY®

RETAILERS LADDER GUIDE



Working from Heights. What's all the fuss about?

Falls from heights are a major cause of death and injury in the Australian workplace. Whether you or your staff are hanging POS, restacking a shelf or getting a sample for a customer, the risk of a fall related injury is very real.

This ARA LADDER GUIDANCE material has been specially prepared to increase safety and awareness for ARA Members when 'Working At Heights'...

Australian Retailers Association

> **"WHS legislation requires a person conducting a business or undertaking to ensure a safe workplace for all workers and other persons exposed to workplace hazards.**
> **Using this guidance material will assist your workplace in meeting your legal requirement to 'identify and control' the hazards associated with working at heights."**

What is the difference between a 'Domestic' and an 'Industrial' ladder?

A 'Domestic' ladder must have a minimum load rating of 100kg and be labeled that it is suitable for Domestic / Household use. An 'Industrial' ladder must have a minimum load rating of 120kg and be labeled that it is suitable for Industrial use.

What ladder 'Duty' and 'Load' Ratings can be used in a workplace?

Only 'Industrial' ladders with a load rating of 120kg or higher can be used in a work environment - this includes building sites, factories, shops and offices. NB: Shops and offices are commercial workplaces and require 'Industrial' rated ladders.

Using the Control Hierarchy

Before undertaking anything, consider the operating environment, the task at hand, and the people / tools required and the duration of the task. The Control Hierarchy (on right) provides a framework for decision making and the Checklist (page 3) can be used to identify any risks or hazards.

In each of the Control Hierarchies, the general rule is to proceed to the next control only when the previous has been exhausted or isn't practical.

1. Assess the risk of the task e.g. how high do you need to reach? is there a risk of fall? Wherever possible, work from the ground.
2. If this isn't practical, use a temporary work platform or a fall prevention device that includes a guardrail and edge protection.
3. Work Positioning and Fall Injury Prevention systems are used if Passive Fall Prevention Devices aren't practical.
4. If the first four (4) controls aren't practical, use a ladder and support this by completing the 'Assess the Risks' checklist on the next page of this material. Keep a record of this for training and future reference.

Special Note: The Control Hierarchy has been reviewed to suit ARA members and the retail industry in general. Differing circumstances may apply at state level and retailers are encouraged to review local requirements against their own needs.

ASSESS THE RISKS AND RESPONSIBILITIES

IDENTIFY THE FALL HAZARDS

FIX THE PROBLEM / HAZARD

WORK FROM THE GROUND
(Eliminate the fall risk by working from the ground rather than at height)

(If it is not reasonable to work from the ground, then minimise the risk of a fall by.....)

USE A FALL PREVENTION DEVICE
(Scaffolds, elevating work platform, workbox, building maintenance units, perimeter guard rails, safety mesh)

USE A LADDER + ADMINISTRATIVE SYSTEMS
(Fixed / portable ladder and work procedures)

ASSESS THE RISKS	YES ✔	NO ✔	IF YES, IDENTIFY HAZARD/RISK AND COMMENT ON HOW YOU WILL CONTROL THIS
VISUAL INSPECTION			
Check ladders for damaged, loose, or missing components, and feet for excessive wear.			
What is the risk and is it likely to result in an injury?			
Is the ladder Industrially rated? A Domestic rated ladder is unsuitable for use in a commercial workplace.			
THE ENVIRONMENT			
If working outside does the weather present a risk (wet or windy)?			
Is it electrically safe? Consider using a fibreglass ladder.			
Are the surfaces the ladder will rest on stable?			
Is there a chance a child could climb the ladder?			
Are there any objects nearby or in the way (such as display fixtures) that create an additional hazard?			
Is anything likely to hit the ladder when it's set up (such as trolleys, mobile plant, other workers, pedestrians or traffic)?			
Will the work be performed near an escalator, staircase or on a balcony that could increase the fall height?			
Is there anything preventing the ladder from being set up safely and in the correct manner?			
Have you selected the right type of ladder for the job?			
THE TASK			
Will the user be unable to maintain three points of contact whilst going up, down or working from the ladder?			
Do you need to complete any audits/ documentation before you climb a ladder?			
Does the task require tools or other equipment (e.g. sale banners) designed to be operated with two hands, or requiring leverage?			
Will the task require working on a ladder for an extended period, thereby introducing a fatigue hazard? If yes, consider using a platform stepladder.			
Will the task require someone to work outside of the ladder stiles and possibly over-reach?			
Does the task require one or two people to complete safely?			
Does the task require someone to climb more than two metres? If yes, re-assess using the hierarchy of control.			
Will the job involve heavy, awkward or bulky loads to be handled while climbing the ladder or doing the task (e.g. moving stock or replenishing)?			
Is the task likely to be repetitive?			
THE PEOPLE			
Are staff trained in using ladders correctly?			
Is there someone 'close by' who can assist the person climbing the ladder?			
Has the 'ladder user' reviewed the Safety Labelling on the ladder before climbing?			
Is the ladder user wearing non-slip, enclosed footwear? (Assess the Risk - Thongs and slippers are unsuitable)			
Is the 'ladder user' taking any medication or pregnant? Assess the Risks - These may cause the ladder user to 'lose balance'.			

CHOOSING THE RIGHT LADDER

STEP 1 – LADDER SIZE

Choose the correct type of ladder for the job

- 1m less than reach height
- 1m = 3 feet approximately

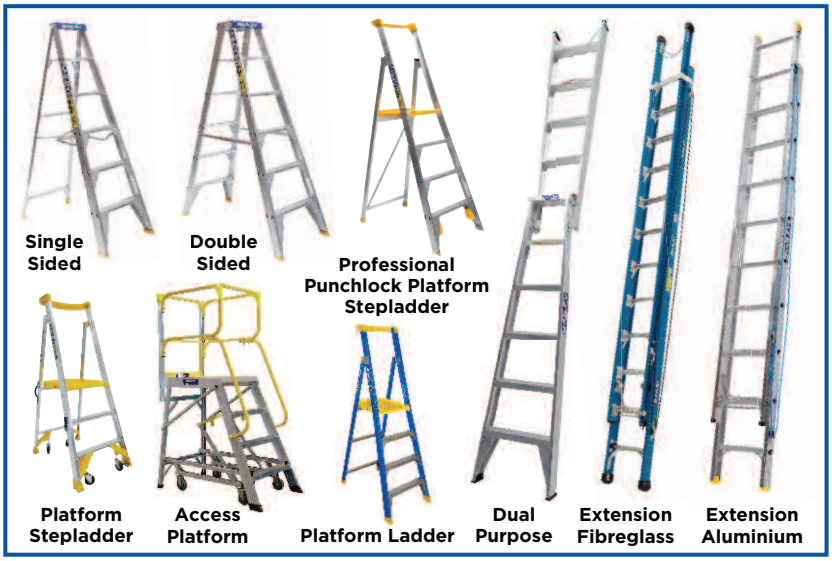
STEPLADDERS	
Ladder Height	Maximum Reach Height
2	2.0m (6')
3	2.3m (7')
4	2.6m (8')
5	2.9m (9')
6	3.2m (10')
7	3.5m (11')
8	3.8m (12')
10	4.4m (14')
12	5.0m (15')

PLATFORM LADDERS	
Platform Height	Maximum Reach Height
2	2.6m
3	2.9m
4	3.2m
5	3.5m
6	3.75m
7	4.0m
8	4.3m
10	4.9m
12	5.5m

EXTENSION LADDERS	
Ladder Height	Maximum Reach Height
8	5.0m (15')
10	6.2m (19')
12	7.4m (23')
14	8.9m (27')
15	9.5m (29')
16	10.1m (31')
17	10.7m (33')
18	11.6m (36')
20	12.2m (38')

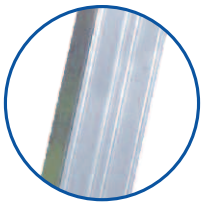
STEP 2 – LADDER TYPE

Choose the correct type of ladder for the job

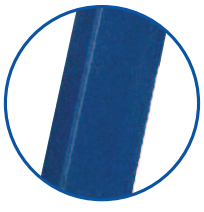


STEP 3 – LADDER CONSTRUCTION

Choose the right construction



Aluminium: Lightweight, for general trade and DIY use.



Fibreglass: Non-conductive, use where electricity exists.

STEP 4 – LOAD RATING

Choose a suitable load and duty rating

Load Rating: Weight of user and materials

Duty Rating: A Domestic ladder is unsuitable for use on a commercial work site. Choose industrial.

ARA MEMBER SERVICES

Before you purchase a ladder, speak with staff, OH&S representatives or a 'height safety specialist' to make sure you choose the right ladder for the job.

The ladder must;

- **Have a minimum load rating of 120kg.**
- **Be rated as 'Industrial'.**
- **Be non-conductive if used for electrical works.**

Consider purchasing a 'platform stepladder' as they offer many performance benefits above a traditional stepladder.

If the 'standing height' is above two metres, refer to the Control Hierarchy to ensure you make the right decision.

If the 'standing height' is less than two metres, the Control Hierarchy will still assist you in the decision making process. The 'Assess The Risks' checklist can can be used to 'improve awareness and safety when working at heights.

The information contained within this guidance material has been compiled and reviewed by industry experts and relevant state authorities. In all cases, it should be used for guidance purposes and not as an infallible guide to current/ changing working at heights legislation.

For more information contact your local authority via the links shown below.

INDUSTRY LINKS

Safe Work Australia	safeworkaustralia.gov.au
Work Cover QLD	worksafe.qld.gov.au
Work Cover NSW	workcover.nsw.gov.au
Work Safe VIC	worksafe.vic.gov.au
Safe Work SA	safework.sa.gov.au
Work Cover WA	workcover.wa.gov.au
Bailey Ladders	baileyladders.com.au