

This SWOP is designed for the operators to understand the potential hazards of operating a Ladder
Know and understand the use of a Ladder & safety and operations.

Ensure only trained and authorized staff use Ladders

Hazards & Identified Controls



Watch for falling objects



Pinch point



Slippery floor



Slip, Trip, Fall



Stacked product



SAFETY VEST



Safety Shoes

Priority Items

Pre Use & Inspection

- Carefully inspect your ladder to ensure there are no worn parts or damage before climbing:
 - Joints between steps and sides rails are tight. All fitting secure, moving parts operate freely.
 - Rungs are free from paint splatter, oil, grease, welds are intact.
 - All components of ladder are intact including stiles, spreaders, rungs and feet, advise supervisor of any damages and "TAG OUT"
- Inspect the work area – free from slip/trip hazards, clean and have adequate access.
- Ensure ladder is correct height for the job.
- Do not exceed load rating of ladder.



Use of the Ladder

- Only one employee on a ladder at a time.
- Always ensure that the ladder is placed on a firm level surface.
- ALWAYS lock wheels in place before climbing steps.
- Seek assistance to move Ladder if you require.
- Ensure ladder is secured against movement and supported on a level and secure footing.
- Always face the ladder while climbing up, down or working on ladder.
- When retrieving stock, ensure that is kept between knee and shoulder height. If above shoulder use a higher ladder.
- Watch over head for Hazards as you are walking up the ladder.
- Store Ladder while not in use, out of aisle ways and pedestrian traffic area.
- Have Materials passed to you so you can concentrate and maintain balance.
- Over becoming overconfident when using on repeated tasks.
- Do not use ladder adjacent to windows, stairwells and un protected edges
- ONLY IHG approved ladders to be used
- ONLY Employees trained in the SWOP to use the ladder
- ALWAYS lock wheels in place before climbing steps
- ALWAYS maintain 3 points of contact when climbing or descending
- ALWAYS face steps on ladder when climbing down.
- ALWAYS maintain a 1m pedestrian zone when using ladder.
- ALWAYS follow the Do's & Don'ts on the side of the ladder.
- If the ladder has castors: NEVER ride on the ladder when in motion or straddle the ladder.
- NEVER use improvised work platforms i.e. planks.
- NEVER tie two ladders together, jump off or slide down ladder.



***Determine if a Spotter is required to reduce potential collision risk when moving throughout warehouse. Consider if it is a busy period, path of travel, tight movement areas, or blind spots.**

Operating Instructions

STOP- Review Priority Items and review work area

- Do not use broken Ladder "TAG OUT" SWS 3.11 and report to supervisor.
- Inspect work area for hazards.
- Do not move ladder while someone is on it.
- Do not overreach or pull yourself along an aisle while on the ladder.
- Do not stand on any part of ladder that is not steps or platform.
- Do not use boxes or chair to give ladder extra height.
- Follow all safety instructions located on the ladder.



THINK- Review Hazards and Plan the work

- Do not store ladders in front of fire exits or pedestrian walkways
- Do not jump down from the ladder.
- Horse play using a ladder is considered serious **misconduct**.
- Do not overload the ladder so goods fall to the ground.
- Do not use metal ladder near electrical conductors.
- Clear access, congestion and blind spots before use.
- Ensure this ladder is the best device to move the product and the product does not exceed the weight limit of 20kgs.
- Determine if a spotter is required, where possible work in pairs.
- If across a doorway, secure door or use a spotter to reduce collision risk.
- Employee to have clean and enclosed footwear suitable for ladder use.

SAFETY- Follow your plan

- Ensure area is kept clean and free from slips and trips.
- Place the ladder close to the fixture, footing of ladder to be stable and on even ground.
- If ladder is a platform type ladder, lock wheels before climbing the ladder.
- Maintain 3 points of contact when climbing and descending.
- Maintain 1m Pedestrian zone in case of falling items. Stop work and ask team members to please move if they enter the zone.
- Move the ladder as the task requires, do not over-reach or stretch.
- Consider Job rotation, wave machine or alternative device if moving large items or high quantities of stock.
- Take care when stepping down check the flooring before stepping off the ladder
- Report to a supervisor any spills and barricade the area until after it is cleaned
- Adhere to all induction & SWS & SOP & SWOP training for site.
- Ensure all appropriate PPE is worn at all times.
- Ensure ladder safety checklist is completed on site every 3 months for all ladders being used.
- Store Ladders in secure storage area in clean and working order.

Other Items

Personal Protective Equipment

- Gloves
- High Visibility Vests must be worn at all times
- Safety Boots must be worn at all times

Follow Metcash SWSP

- 3.2 SOP
- 3.7 Manual Handling
- 3.9 Traffic Management
- 3.18 PPE
- 3.19 Isolation of Equip
- 6.1 Reporting & Investigation

Manual Handling

MANUAL HANDLING

SAFE manual handling practice must always be followed at all times:

- Know the load that is being lifted. Always push test the load to assess and observe the weight.
- Always get as close to the load as possible. The further away it is the more pressure on the body there is.
- Have feet positioned shoulder width apart and facing the load/object. This gives a strong base and good balance.
- Always bend your knees and keep back straight. Get down to the level of the task.
- Keep shoulders level and avoid side, backward or forward bending.
- Use two (2) hands to provide support of the load and avoid increased pressure on one side of the body.
- Always attempt to use a three (3) point support when one hand is conducting a task (free hand is supporting body on stable object).

STAY SAFE @ IHG “home safely each night”