

## Safety In The Use Of Ladders Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
4A Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation				
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution				
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage				
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment				
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Slips on wet surfaces, Failure to inspect ladder	3H	<ul style="list-style-type: none"> <li>- Conduct a comprehensive risk assessment for each job</li> <li>- Ensure a thorough inspection of ladder before use</li> <li>- Use ladders only in suitable environmental conditions</li> <li>- Clean and dry the area where the ladder will be placed</li> <li>- Ensure all workers are trained on ladder safety</li> <li>- Select appropriate PPE for ladder use</li> <li>- Communicate and document risk assessment outcomes to all involved personnel</li> <li>- Set up a communication plan in case of emergencies</li> <li>- Verify that the ladder meets Australian standards</li> <li>- Ensure first aid kits are readily available at the site</li> </ul>	2M
2. Transportation of Ladder	Manual handling injuries, Dropping ladder	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques or equipment</li> <li>- Employ multiple people for heavy or unwieldy ladders</li> <li>- Clear path to the worksite of obstructions</li> <li>- Secure the ladder to prevent falling during transport</li> <li>- Consider using wheeled trolleys for long distances</li> <li>- Ensure personnel are trained in manual handling</li> <li>- Avoid transporting ladders in adverse weather conditions</li> <li>- Wear gloves to improve grip on the ladder</li> <li>- Rest frequently to reduce fatigue</li> <li>- Inspect ladder for damage after transportation</li> </ul>	2M
3. Setting Up the Ladder	Unstable ladder, Incorrect placement	4A	<ul style="list-style-type: none"> <li>- Use level and stable ground for ladder placement</li> <li>- Ensure the ladder is at the correct angle, typically 1:4 ratio</li> <li>- Lock all ladder locks and braces securely</li> <li>- Use stabilisation devices if necessary</li> <li>- Verify ladder's load rating before use</li> <li>- Check ladder feet for secure positioning</li> <li>- Incorporate barricades to prevent external disturbances</li> <li>- Place warning signs around the ladder site</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Ensure no overhead hazards at the ladder location</li> <li>- Perform a final visual inspection before climbing</li> </ul>	
4. Climbing the Ladder	Falling from height, Overreaching	4A	<ul style="list-style-type: none"> <li>- Ensure no overhead hazards at the ladder location</li> <li>- Perform a final visual inspection before climbing</li> <li>- Use proper climbing technique, three points of contact</li> <li>- Avoid overreaching, maintain center of gravity</li> <li>- Wear appropriate PPE, including safety harness if required</li> <li>- Ensure ladder is opened and locked properly</li> <li>- Inspect ladder for damage before use</li> <li>- Use ladders on level, stable surfaces</li> <li>- Avoid carrying loads while climbing</li> <li>- Communicate with others if working in confined spaces</li> <li>- Have a spotter if available</li> <li>- Follow company safety policies and procedures</li> <li>- Receive proper training and supervision</li> <li>- Use ladders designed for the task</li> <li>- Avoid using ladders as a permanent structure</li> <li>- Do not force any part of the ladder</li> <li>- Keep ladders stored properly when not in use</li> <li>- Report any damaged or defective ladders</li> <li>- Use ladders in good weather conditions</li> <li>- Avoid using ladders on slippery surfaces</li> <li>- Do not use ladders if you are impaired</li> <li>- Follow the manufacturer's instructions</li> <li>- Use ladders in a safe and sound manner</li> </ul>	2M
5. Working from the Ladder	Ladder shift, Dropping tools	4A	<ul style="list-style-type: none"> <li>- Maintain three points of contact</li> <li>- Avoid overreaching</li> <li>- Use proper tool handling techniques</li> <li>- Keep tools and materials secured</li> <li>- Avoid sudden movements</li> <li>- Use ladders on level surfaces</li> <li>- Inspect tools before use</li> <li>- Avoid carrying heavy loads</li> <li>- Communicate with others</li> <li>- Follow safety protocols</li> <li>- Use proper body mechanics</li> <li>- Avoid distractions</li> <li>- Keep ladders in good condition</li> <li>- Use ladders in a safe manner</li> <li>- Avoid using ladders if you are impaired</li> <li>- Follow the manufacturer's instructions</li> <li>- Use ladders in a safe and sound manner</li> </ul>	2M
6. Descending the Ladder	Missing rungs, Losing balance	3H	<ul style="list-style-type: none"> <li>- Maintain three points of contact</li> <li>- Avoid overreaching</li> <li>- Use proper tool handling techniques</li> <li>- Keep tools and materials secured</li> <li>- Avoid sudden movements</li> <li>- Use ladders on level surfaces</li> <li>- Inspect tools before use</li> <li>- Avoid carrying heavy loads</li> <li>- Communicate with others</li> <li>- Follow safety protocols</li> <li>- Use proper body mechanics</li> <li>- Avoid distractions</li> <li>- Keep ladders in good condition</li> <li>- Use ladders in a safe manner</li> <li>- Avoid using ladders if you are impaired</li> <li>- Follow the manufacturer's instructions</li> <li>- Use ladders in a safe and sound manner</li> </ul>	1L

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7. Storage of Ladder	Equipment falling, Weather exposure	3H		1L
8. Ladder Inspection	Failure to identify defects, Lack of maintenance	3H		2M
9. Administrative Controls	Lack of procedural adherence, Insufficient communication	4A		2M

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10. Emergency Procedures	Delayed emergency response, Inadequate first aid	4A		1L
11. Site Checks	Environmental hazards, Unauthorized access	4A		2M
12. Training and Competency	Inadequate training, Lack of competency testing	4A		2M

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13. Maintenance of Ladders	Component failure, Poor repair quality	4A		2M
14. Documentation and Records	Incomplete records, Loss of documentation	3H		1L
15. Contractor Management	Non-compliant subcontractors, Poor induction processes	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Weather Monitoring	Adverse weather conditions, Sudden weather changes	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
17. Personal Protective Equipment (PPE)	Improper PPE use, Failure to wear required PPE	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
18. Communication	Misunderstanding instructions, Delayed hazard reporting	3H	<div></div> <div></div> <div></div>	1L



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19. Emergency Response Drills	Unfamiliarity with procedures, Panic during real emergencies	3H		1L
20. Review and Continuous Improvement	Stale practices, Ignoring new risks	4A		2M

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/lis>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work