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

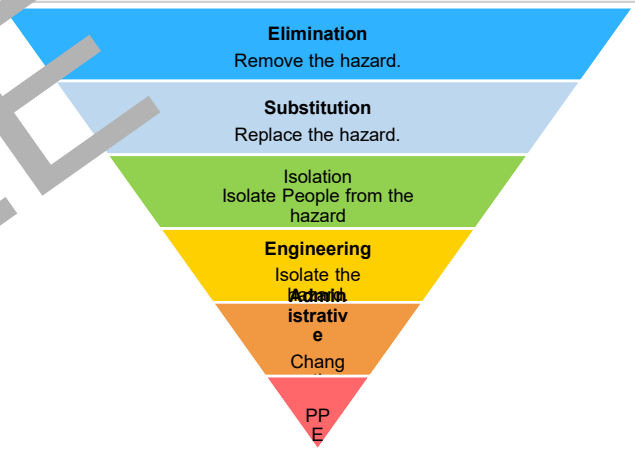
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

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

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work *(2023) and ISO 45001:2018 clauses 6–8.*

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. WHS Governance, Policy and Legislative Compliance	• Absence of an organisation-wide ladder safety policy aligned with WHS Act 2011, WHS Regulations and relevant Australian Standards (e.g. AS 1892 series, AS/NZS 1891 when used with fall-arrest) • Lack of clear management commitment to eliminating ladder use where reasonably practicable by adopting safer access systems (e.g. platforms, scaffolds, EWP, fixed stairs and roof access systems) • Inadequate integration of ladder risk management into the overall WHS management system, including consultation, risk assessment, and change management procedures • No clear criteria for when ladders may be used versus when they are prohibited (e.g. working at height for extended duration, high-force tasks such as drilling, use on slopes or uneven groun roof access, order picking above a set height) • Failure to conside high-risk construction work quirements n ladders are used fo h as k at a risk of a fall more than 2 metres on roofs • Poor governance over r ladder use, including failure to specify minimum ladder standards and safe work requirements in contractor management systems • Lack of documented ladder emergency response and rescue planning for falls from height or ladder collapse events • Insufficient monitoring of legal and standard updates related to ladders, roof access, and fall prevention	High	• Develop, endorse and implen t a corporate Lad S ty Policy that prioritises elimination and substitution of ladder highe rder controls whe er reasonably practicable (e.g. permanent stairs, platforms, roof w ways, P s, n ile scaffold order-picking machines) • Embed lad related risk anagen t in he WHS management system, including formal risk assessments, e design consultation d contractor management procedures in line with WHS Act 2011 of car nd e diligence obligations • Defin r orga tional rules for ladder use, specifying prohibited tasks (e.g. high-force drilling or grindin pa ng larg reas, long-duration work, handling heavy or awkward loads, work on steep slopes, ces to fragil r pitched roofs) and preferred alternatives • elop and m tain a Ladder and Temporary Access Procedure covering selection, inspection, use, storag nsport, maintenance, roof access, and interaction with other plant (e.g. petrol ladder lifts, rklifts, r picking equipment) • sure WHS legal register and compliance obligations include ladder-related legislation, codes of practice (e.g. Managing the risk of falls at workplaces) and relevant Australian Standards, and assign responsibility for monitoring updates • Integrate ladder requirements into contractor and supplier management, including prequalification criteria, contract clauses, and periodic audits of contractor compliance with ladder standards and site-specific rules • Consult with Health and Safety Representatives (HSRs) and workers on ladder policy development, review, and implementation, capturing feedback from those regularly using ladders for access, maintenance, painting, cleaning and order picking • Establish a formal review cycle (e.g. annually or after incidents) for the Ladder Safety Policy and procedures, ensuring lessons learned from incidents, audits and near misses are incorporated	Medium
2. Ladder Procurement, Design and Suitability	• Procurement of ladders that do not comply with relevant Australian	High		Low

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	Standards or are unsuitable for industrial / commercial use • Purchasing ladders without consideration of task, environment and user requirements (e.g. weight rating, height, electrics, slope, surface, order picking function, platform needs) • Use of domestic-grade, light-duty or non-rated ladders in industrial or construction environments • Inadequate features on ladders for safe use on uneven ground or slopes (e.g. no adjustable feet, no stabilisers, no capacity to chock or level safely) • Procurement of extension ladders and step ladders without integral safety enhancements (e.g. anti-slip feet, locking spreaders, handrails on platform ladders, safety gates on order picking ladders) • Failure to design or procure safe fixed access systems (e.g. staircases, roof access stairs, walkways) resulting in over-reliance on portable ladders for roof access and high work spots • Acquisition of petrol-powered ladder lifts or mechanical lifting devices without appropriate guarding, control and integration into plant risk management processes • Inconsistent suppliers and lack of specification control leading to a mix of different ladder types, ratings and conditions across sites		• Develop standardised ladder procurement specifications requiring compliance with relevant Australian Standards, appropriate duty rating (industrial rating where applicable), material type (e.g. fibreglass for electrical environments) and integrated safety features • Implement a pre-purchase risk assessment process to determine whether a ladder is the most appropriate control, or if alternative access systems (e.g. staircases, platforms, scaffolds, EWPs, order-picking forklifts) should be used instead • Standardise on approved ladder types for common activities (e.g. platform ladders for steady ladder work, stock picking ladders with handrails and gates for order picking, step ladders with anti-slip feet for indoor tasks) and prohibit domestic-grade ladders from the workplace • Specify engineering controls such as adjustable feet, stabilisers, ladder levelling devices and chocks for use on slopes or uneven surfaces, and ensure they are included in procurement contracts where relevant • Ensure any petrol ladder lifts or powered ladder devices are procured as plant under a formal plant risk management process, including safe design verification, guarding, emergency stop features and clear operating limitations • Plan and budget for permanent access solutions (e.g. compliant staircases, fixed roof ladders with cages, roof platforms and guardrails) during design and refurbishment phases to reduce long-term reliance on portable ladders for roof access and high work spots • Maintain a centralised register of approved ladder models and suppliers, with controls to prevent purchase of non-approved ladders through procurement and purchasing systems • Require suppliers to provide evidence of compliance (test certificates, standards markings, instructions) and documentation that supports inspection and maintenance regimes	
3. Ladder Inspection, Maintenance and Asset Management	• Use of defective or damaged ladders (e.g. bent stiles, cracked treads, worn feet, loose rivets, damaged ropes on extension ladders, faulty locking mechanisms on step and platform ladders) • Failure to identify ladder defects that increase the risk of falls, collapse, or sudden movement, particularly under	High	• Establish and maintain a ladder asset register recording type, rating, unique ID, location, date of purchase, inspection dates and status for all ladders including step ladders, extension ladders, platform and order picking ladders, and petrol ladder lifts where applicable • Implement a formal ladder inspection program comprising pre-use visual checks by users and periodic documented inspections by competent persons, with defined inspection criteria aligned to manufacturer instructions and Australian Standards • Specify and enforce a process for tagging ladders with inspection status, including clear identification of out-of-service ladders through lock-out tags or physical barriers	Low

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	load or when used on uneven or unstable ground • Inadequate management of ladder foot condition, resulting in poor grip and increased ladder footfall risks on smooth, sloping or contaminated surfaces • Lack of formal ladder asset register and tracking leading to uncertain ownership, inspection status, and maintenance history • Improvised on-site repairs that compromise ladder integrity (e.g. welding, drilling extra holes, replacing rungs with non-approved components, modifying platform ladders or order picking ladders) • No system to promptly remove, tag out and dispose of ladders that fail inspection or are no longer fit for use • Environmental degradation of ladders due to exposure to weather, chemicals or impact (e.g. aluminium corrosion, fibreglass UV degradation) not being systematically monitored		• Develop procedures that strictly prohibit unauthorised modifications or repairs to ladders; require any significant repairs or alterations to be undertaken only by the manufacturer or a suitably qualified provider, or retire the ladder from service • Include specific inspection requirements for ladder feet, anti-slip surfaces, spreader bars, locking mechanisms, platform gates, handrails and stabilisers, given their critical role in preventing slips and unstable ladder work • Provide suitable storage conditions (e.g. dry, [redacted], protected from vehicle impact and harsh weather) and handling systems to minimise damage during transport and manual handling • Integrate ladder inspection data into WHS reporting systems to identify recurring defects, poor usage practices or problematic ladder models and initiate corrective actions at a system level • Implement a mandatory disposal protocol for ladders beyond economic repair or that repeatedly fail inspections, including physical destruction to prevent reuse and updating the asset register accordingly	
4. Competency, Training and Supervision	• Workers and supervisors lacking formal training in ladder selection, set up, use and limitations, including the specific risks of working on slopes, uneven ground, or near edges and voids • Inadequate understanding of safe ladder angles, securing methods, chocking on slopes, use of platform and order picking ladders, and conditions under which ladders must not be used • Lack of competency in assessing surfaces and ladder placement risks, leading to unstable ladder work on slippery, contaminated or uneven surfaces • Workers not trained in safe methods for transporting tools and materials up ladders, resulting in overreaching, loss	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	of three points of contact, and falls from steps • Supervisors unable to recognise unsafe ladder behaviours or incorrect ladder types being used for tasks such as drilling, painting, cleaning, or accessing roofs • Inadequate induction for new workers, temporary staff and contractors around site-specific ladder rules, including roof access permit requirements and restrictions on petrol ladder lift use • No refresher training or competency reassessment following incidents or near misses involving ladders		[redacted]	
5. Work Planning, Task Design and Ladder Use Limitations	• Use of ladders for tasks that exceed safe use parameters, such as long-duration work, tasks requiring significant side loading or force (e.g. drilling operations, heavy scraping, grinding), or work requiring two hands without additional support • Inadequate planning for work sequences leading to [redacted] for painting, cleaning, high-level maintenance, or accessing hard-to-reach areas without considering alternative controls • Reliance on ladders for order picking above safe heights or with heavy and awkward loads, increasing the risk of falls from steps and dropped objects • Poor design of plant and buildings (e.g. lack of built-in service platforms or fixed access to roofs and high spots), embedding long-term dependence on ladders • Failure to consider environmental conditions (e.g. wind, rain, floor contaminants, lighting) during work planning, leading to increased ladder slip and instability risks • Lack of integration of ladder risks into job planning tools such as job safety	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	analyses (JSAs), permits to work, or safe work method statements for tasks involving work at height		[redacted]	
6. Site Conditions, Surface Management and Ladder Placement Controls	• Placement of ladders on uneven, sloping or unstable ground without adequate assessment or controls, leading to ladder movement, sliding or overturning • Failure to manage surface contaminants (e.g. dust, oil, water, loose materials) that increase ladder footfall risks and reduce friction between ladder feet and the ground • Use of ladders on soft soils, penetrable surfaces (e.g. garden beds, insulation, false floors), or near edges and voids where ground failure or tipping may occur • Inadequate measures to chock or level ladders on slopes, or reliance on makeshift supports such as blocks of wood, bricks or pallets • Ladders used in high-traffic or vehicle areas without segregation, increasing risk of impact or sudden movement from contact • Use of ladders on [redacted] to staircases without engineered provisions (e.g. platforms, stabilising brackets) for safe access • Poor lighting, visibility or environmental conditions (e.g. wind gusts) at the ladder location affecting user stability and balance	High	[redacted]	Medium
7. Working at Height, Fall Prevention and Roof Access Systems	• Workers falling from ladders while accessing roofs, platforms or other elevated surfaces due to inadequate fall prevention measures at access and egress points • Reliance on ladders as the primary control for access to roofs, increasing exposure to falls from height and interaction with fragile roofing materials	High	[redacted]	Medium

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
	• Inadequate control of work at height on ladders beyond safe reach or duration, including tasks such as cleaning, painting, maintenance or drilling at high levels • Lack of integration between ladder use and broader fall prevention systems (e.g. guardrails, roof anchors, fall arrest, work positioning systems) • Use of ladders on or adjacent to fragile surfaces (e.g. skylights, brittle roofing) without controls to prevent falls through the surface • Poor management of edge protection and safe movement once workers transition from ladders onto roofs or other elevated structures		[redacted]	
8. Tools, Materials Handling and Interaction with Other Plant	• Workers carrying tools, equipment o materials while climbing ladders, leadi to loss of grip, imbalance and increase likelihood of falls from st • Use of power tool uch as drills and grinders on ladder without suitable support, resulting i ide l g, sudden torque reactio and unstabl ladder work • Operation of petrol ladd lift mechanical ladder devices without integration into traffic, plant and pedestrian management systems • Dropping tools or materials from ladders, posing a risk to people below, especially in shared workspaces and warehouses • Use of ladders in close proximity to operating plant (e.g. forklifts, order picking machines, conveyors) without coordination, increasing collision or entanglement risk • Lack of systems for selecting appropriate alternatives (e.g. tool hoists,	High	[redacted]	Medium

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
	mechanical lifts, order picking equipment) when task demands exceed safe ladder handling limits		[redacted]	
9. Contractor, Warehouse and Multi-Use Environment Management	• Contractors bringing and using ladders that do not meet organisational or Australian Standards requirements, especially in construction or maintenance projects • Inconsistent ladder practices across different areas (e.g. warehouses, maintenance workshops, offices, external grounds) leading to confusion and non-compliance • Order picking activities carried out on inappropriate ladders or improvised equipment in warehouses, exposing workers to falls and musculoskeletal strain • Use of platform and step ladders in congested warehouse aisles or around racking without adequ[redacted] and controls, increasing[redacted] of collision or tip-over • Insufficient comm[redacted] and height safety rules to visiting workers or contractors undertaking short-duration tasks such[redacted], painting or minor repairs • Failure to coordinate ladder use with other high-risk activities in shared spaces (e.g. simultaneous forklift operation, pallet stacking, overhead crane use)	[redacted]	[redacted]	Medium
10. Incident Reporting, Monitoring and Continuous Improvement	• Ladder-related incidents, near misses and unsafe behaviours not being reported, analysed or acted upon, allowing systemic issues to persist • Lack of performance indicators specific to ladder and work-at-height risks, limiting management visibility of problem	Medium	[redacted]	Low

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
	areas such as unstable ladder work or falls from steps • Inadequate investigation of falls, equipment failures or surface-related ladder events (e.g. slip of ladder feet on uneven or sloping ground) resulting in repeated patterns of failure • No structured process to review and improve ladder-related policies, procedures, training and procurement based on monitoring outcomes • Workers and supervisors becoming complacent about ladder risks due to infrequent serious incidents, leading to gradual erosion of safe practices		[redacted]	

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 FOR 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 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/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