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<b>Version</b>	2.1
<b>Short description</b>	Portable Ladder Use
<b>Relevant to</b>	All officers, managers, supervisors, and workers
<b>Authority</b>	Council
<b>Policy owner</b>	Chief Financial & Operations Officer
<b>Responsible office</b>	Office of the Chief Financial & Operations Officer
<b>Date approved</b>	21 October 2014
<b>Date effective</b>	21 October 2014
<b>Review due</b>	October 2017
<b>Related Avondale documents</b>	Falls Prevention
<b>Related legislation</b>	WHS (NSW) Regulations 2011
<b>Key words</b>	Portable Ladder Use

## 1. PURPOSE

- 1.1. To safeguard people exposed to the risk of injury resulting from the use of portable ladders.

## 2. REFERENCES

- WHS Regulations 2011 [NSW] Part 4.4 Falls
- Code of practice Managing the risk of falls at workplaces  
<http://www.workcover.nsw.gov.au/formspublications/Pages/default.aspx?Category=Legislation&SubCategory=Codes+of+Practice>

## 3. POLICY

- 3.1. Managers and supervisors are responsible for ensuring that within their area of responsibility, the use of portable ladders complies with the requirements of the code of practice *Managing the risk of falls at workplaces*, (the Code) chapter 7.
- 3.2. Specifically, ladders:
  - a) must be suitable for the task undertaken
  - b) should have a load rating of at least 120 kg and be manufactured for industrial use
  - c) shall be positioned and used as described in the Code
  - d) will be inspected regularly.
- 3.3. To assist in controlling the use of ladders on our campuses, a ladder register has been established, and it is required that all ladders purchased be inspected and added to the register before deployment.
- 3.4. Prior to the acquisition of a ladder, the WHS coordinator should be contacted to assist in the assessment process, to determine the correct ladder for the functions required.
- 3.5. Once the ladder has been acquired, and prior to active service, an authorized person from the Maintenance Department must complete the required inspection of the ladder and affix a ladder tag
- 3.6. All workers are to cooperate with arrangements for the safe use of portable ladders. Specifically, workers are to:
  - a) only use ladders if they are trained and authorised to do so
  - b) use the correct ladder for the task
  - c) inspect ladders before they use them and not use defective ladders.

## 4. APPENDICES or RELATED DOCUMENTS

- This policy is to be read together with the policy *Falls Prevention*.

### Table of amendments

<b>Version Number</b>	2.1	<b>Replaces Version</b>	2.0
<b>Implementation Date</b>	21 October 2014	<b>Scheduled Review Date</b>	October 2017

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<b>Approving Body</b>	Council	<b>Approval Date</b>	21 October 2014
<b>Policy Owner</b>	Chief Financial & Operations Officer	<b>Date first introduced</b>	14 August 2012
<b>Short description of amendment</b>	<i>April 2023: updated branding, nomenclature and position titles, as relevant.</i>		
	V2.0 Review only		