

## Business Name - Picking/Pruning Ladder Safe Work Procedure

**DO NOT** use a ladder unless you have been instructed in its safe use and have been given permission.

	<b>Potential Hazards to be aware of:</b> <ul style="list-style-type: none"> <li> Cuts from sharp edges and burrs.</li> <li> Hair/clothing getting caught in moving parts.</li> <li> Slips and falls. Be alert particularly in wet conditions.</li> <li> Eye injuries from sticks and branches.</li> <li> Tractor and bin movements in the orchard.</li> <li> Always climb your ladder with an empty bag.</li> </ul>					
<b>Personal Protective Equipment (PPE) Required (check the box for required PPE):</b>						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pre-operation checks</b>	<ul style="list-style-type: none"> <li> Check ladder daily to make sure components are in good working order.</li> <li> Check for missing, loose, or sheared rivets, broken steps, bent rails or tripod poles.</li> <li> Remove defective or damaged ladders from service and report them to your supervisor.</li> </ul>					
<b>Safely using a ladder</b>	<ul style="list-style-type: none"> <li> Place the ladder firmly in the ground to keep it from collapsing, slipping, moving, or falling. Make sure that the ladder is not positioned over a soft spot or hole.</li> <li> Ladders placed on sloping ground must have the tripod pole positioned uphill.</li> <li> Centre yourself between the ladder's side rails and use both hands to climb up and down.</li> <li> Wear non-slip shoes with stiff soles and a good sized heel.</li> <li> Always maintain three points of contact with the ladder. <b>DON'T</b> stand on the top three rungs.</li> <li> <b>DON'T</b> over-reach past the ladder's side rails; ladder should be moved so fruit can be reached safely.</li> <li> <b>NEVER</b> step from a ladder onto a branch or stand on or use a branch for balance.</li> </ul>					
<b>Carrying, lifting and moving ladders</b>	<ul style="list-style-type: none"> <li> Place your arm around the ladder and balance it by your side.</li> <li> Carry ladders in a horizontal position with the top of the ladder facing forward, firmly secure the tripod pole to stop it from slipping out of the holding notch.</li> <li> The horizontal (side-to-side) position is especially useful for carrying ladders long distances, preferably by two workers.</li> <li> Watch for other people and nearby trees.</li> </ul>					
<b>Finishing operations</b>	<p><b>NEVER</b> leave your ladder in the middle of a row. It must be left at the end of a row in clear view of tractor drivers.</p>					

This SWP does not necessarily cover all possible hazards associated with using ladders and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.