POLICY 3.31
Safe Use of Ladders

The Occupational Health and Safety (Prevention of Falls) Regulations 2003 have been introduced, and all Victorian workplaces are required to comply with these regulations by 31st March, 2004. Only trained and authorised people will be able to carry out common tasks in schools where there is a risk of a fall greater than two metres; such tasks include retrieving balls from a roof, changing lights, altering clocks and hanging posters.

PURPOSE OF POLICY:

1.0 To provide a safe and correctly resourced workplace for school staff who have occasion to use ladders in the execution of their daily work.

PRINCIPLES:

2.1 It is the duty of every school to provide for the safety of teachers, students, volunteers, maintenance staff and independent contractors hired by the school.

2.2 Staff required to use ladders in their daily work will be given adequate instruction, information and training.

2.3 Resources for the correct and safe use of ladders will be purchased and stored appropriately; only ladders meeting Australian Safety Standards may be used.

HOW THIS POLICY WILL BE PUT INTO PRACTICE:

3.1 The school must adopt a hierarchal risk control approach when considering risk control measures under the Regulations as follows:

- Eliminate all hazards; arrange for tasks to be undertaken on the ground or on a solid construction.
- Use passive fall prevention devices which are described in the Regulations, such as temporary work platforms (mobile scaffold, cherry picker, scissor lif, platform step ladder) or roof guard railing.
- Use a work positioning system, such as a rope access or travel restraint system.
- Implement a fall injury prevention system, such as safety harness combined with a catch platform.
- Where it is not practicable to use one of the above control measures, a fixed or portable ladder can be used.

The school must ensure that where a ladder is to be used, the correct type of ladder is provided for the job at hand, and that it is set up in a correct manner.

3.2 The School Grounds Maintenance person will be the main member of staff involved in retrieving objects from the roof; other staff will only be able to access the roof if they have received the appropriate training to do so.

3.3 Students, unless directly supervised for specific activities such as changing light filters, will not be allowed to use or access ladders.

3.4 Parent and community volunteers, unless directly involved in School Council approved school activities, such as painting walls during a working bee, will not be allowed to use or access ladders.

3.5 Contractors working on the school site will be informed that they can only use appropriately trained staff and approved ladder equipment in the fulfilment of their work obligations.

3.6 One fixed entry point only for the Primary, Secondary and 5-8 building roof area is required. The optimal place to position a ladder on the Primary Campus is against the breezeway near the B Corridor boiler room. The optimal place to position a ladder on the Secondary Campus is against the breezeway between the Library and the D Wing corridor. Witches hats will be used around the base area of ladders when they are being used at these entry points. A fixed ladder bracket will be mounted to each of the roof edges at both of these entry points.

3.7 A number of old brooms will be strategically placed on the roof of the Primary and Secondary campuses; trained staff will use these to push balls off the roof, minimising the need to be close to the edge of the roof.

3.8 Australian Standards approved ladders will be stored near each of the fixed roof access points on each campus. These ladders will be securely locked away when not in use.

3.9 Several 2 metre domestic stepladders will be stored in the A, B and D corridors.

3.10 Members of staff are not permitted to be above 2 metres on a ladder unless given adequate instruction, information and training on how to use an approved ladder.