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	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD	SHE2.14-F01
	LADDERS, STAIRWAYS & PLATFORMS	Revision Number
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LADDERS, FIXED LADDERS, ELEVATED PLATFORMS, STAIRS & SCAFFOLDING

(SARMA Audit document January 2017 version 1 reference number:

Section A, Element 2, Items 2.6.2, 2.6.7 & 2.6.9:

Section A, Element 8, items 8.1.5, 8.1.6 & 8.1.7;

Section B, Element 3, Item 3.5;

Section B, Element 4, Items 4.1 to 4.3.2;

Section B, Element 5, Items 5.1 to 5.1.3;

Section B, Element 12, Item 12.3 and

Section F, Element 6, Item 6,2)



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1. PURPOSE

- 1.1. The purpose of this Standard is to ensure that all Ladders, Stairways, Walkways and Platforms are identified, numbered, registered, erected and maintained in a Safe Condition.

2. SCOPE

- 2.1. This standard applies to **EMPLOYERS**.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1 Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) are responsible for ensuring that the correct equipment (ladders) are used for the specific task, and further to ensure that all ladders are identified, endorsed in a ladder register [\[SHE2.14-F02\]](#) , [\[SHE2.14-F03\]](#), and comply with legislation and relevant safety standards;
- 3.2 Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) are responsible for ensuring that the requirements as listed below are adhered to in their areas of responsibility and
- 3.3 The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) will be responsible to advise management on issues related to the above, and to monitor the registers [\[SHE2.14-F02\]](#), [\[SHE2.14-F03\]](#) to ensure compliance to legal standards.

4. DEFINITIONS AND ABBREVIATION

4.1. "COMPETENT PERSON"

A person who has undergone relevant recognized training and have the necessary experience.

4.2. PORTABLE LADDER

A ladder consisting of two styles with rings evenly spaced along its length, capable of being carried by a person or persons and erected manually. It may consist of two units with guides and attachments to form an extension ladder.

4.3. TOE BOARDS


Raised sections prevent persons, tools or equipment from slipping off the floor deck above the level of a platform/walkway and or scaffolding and

- 4.4. See manuals one to five.

5. LEGAL AND OTHER REQUIREMENTS

5.1. General

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5.1.1.	SHE5.03-F01	<p>GSR 13A</p> <ul style="list-style-type: none"> - Non-skid devices; no defects; rungs into styles; sheath for tools; not leaned against for more than 9m; wooden not painted. - Fixed ladders – cage 2.5m from floor to .9m above end; or platform every 8m
5.1.2.	SHE5.03-F01	SABS 550
5.1.3.	SHE5.03-F01	GSR 13(B) – Ramps
5.1.4.	SHE5.03-F01	ERW 6(2)(f), (g) – holes in floors, falling objects
5.1.5.	SHE5.03-F01	ERW 9(1) – Emergency escape doors open outwards, handrails
5.1.6.	SHE5.03-F01	SABS 0400 Part M
5.1.7.	SHE5.03-F01	<p>GSR 13(c) - !3(G) – Scaffolding</p> <ul style="list-style-type: none"> - Inspection once a week and after bad weather by experienced person and findings recorded in a register. Also erected by experienced person - SABS 085

5.2. Legal Reference.

5.2.1. Legal Register.

5.3. Other Requirements.

5.3.1. SANS Specifications.


6. RECORDS

Rec. Nr	Reference Nr	Description	Storage Space	Retention Time
6.1.	EMPLOYERS [SHE5.11-F02-16]	Appointment Letters		
6.2.	EMPLOYERS [SHE2.14-F02] , [SHE2.14-F03]	Store registers		
6.3.	EMPLOYERS	Purchasing Documents		
6.4.	EMPLOYERS	Scrap Removal Documents		

7. PROCEDURE

7.1. PORTABLE LADDERS (contractors/ maintenance/ service providers)

7.1.1. All portable ladders will be numbered, registered [SHE2.14-F02] and scheduled for inspection, not less than quarterly;

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- 7.1.2. All portable ladders used shall be equipped with safety feet, and when in use shall be secured;
- 7.1.3. Defective ladders will be tagged **DO NOT USE** and immediately removed from service and reported to supervisor for repair or destruction;
- 7.1.4. No employee shall use a ladder, which is required to lean against an object for support, which is longer than 9 metres unless this is with the approval of the inspector of the Department of Labour. (Exemption certificate required);
- 7.1.5. Only ladders of suitable length will be used. Makeshift ladders and extensions to ladders are prohibited;
- 7.1.6. Wherever metal/aluminium ladders are in use, precautions will be taken to avoid accidental electrical contact with it;
- 7.1.7. When ladders are placed in a doorway or passage the necessary precautions will be taken to warn persons. (Warning notice or tape);
- 7.1.8. Under no circumstances will a ladder be placed against any window and
- 7.1.9. Ladders will not be used in a horizontal position as a platform, or scaffold, or any other purpose for which they are not intended.

7.2. WOODEN LADDERS


- 7.2.1. Shall have stiles and rungs of straight-grained wood free of defects and the grain running the length of each;
- 7.2.2. Rungs must be properly let into the stiles, no nails, screws or spikes may be used to secure rungs to stiles;
- 7.2.3. Ladders must not be painted unless it has been positively established that there are no cracks or any inherent weaknesses. Varnish may be used, or the wood may be oiled or a wood preservative applied and
- 7.2.4. Two ladders may not be tied together to form a larger ladder except with the approval of the Inspector.

7.3. ALUMINIUM OR OTHER METAL LADDERS

- 7.3.1. Metal ladders shall be free of defects having rungs welded, bolted or riveted into the stiles.

7.4. GENERAL

- 7.4.1. No ladder, which is damaged or otherwise defective, may be used;
- 7.4.2. A ladder leaning against an object must not be at a greater angle to the horizontal than 75°;
- 7.4.3. When working from a ladder special precautions must be taken to prevent articles from falling and

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- 7.4.4.** Provide suitable sheaths or receptacles in which hand tools are to be kept when not being used.

7.5. HANDRAILS

- 7.5.1.** Shall be constructed of steel. The upper rail shall be 110cm in height. The second rail shall be an equal distance between the upper rail and top of the toe-board, if fitted on the ground;
- 7.5.2.** All walkways and platforms shall be numbered and inspected annually and the results of the inspections entered into a register [\[SHE2.14-F03\]](#);
- 7.5.3.** All walkways, fixed ladders, platforms shall be standardised and built accordingly to Engineering Sanding Instructions and Specifications;
- 7.5.4.** 4 rises and more 1 rail, 8 and more 2 handrail narrower than a meter 1 handrail wider than 1 meter 2 and more handrail and
- 7.5.5.** Silos entrance and platform entrance will have a fall protection bar at the entrance

7.6. CONTRACTORS

All Contractors ladders, scaffolding and other equipment will be inspected by the contractors' responsible person (see 5.42), and shall comply with the above regulations and procedure. It shall be the contractors' responsibility to ensure continuous compliance during work operations on site.

7.7. ELEVATED SURFACES (STORAGE AREAS, LANDINGS (1.11)

Elevated areas in storage areas will comply with standards. Handrails and toe boards will be fitted as per legal requirements Regulation 13B, 13D, 13E and 13F.

8. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.	Checklist -Ladders	[SHE2.14-F02]
8.2.	Checklist - Stairways	[SHE2.14-F03]
8.3.	Appointment	[SHE5.11-F02-16]
8.4.	Certificate	[SHE2.14-F04]