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|  | | | **HSE OPERATIONAL CONTROL PROCEDURE** | | | **DOC No :** | | | | |
| **OCP No.** | | | | |
| **Date :** | | | | |
|  | | | | | | | | | | |
| **ACTIVITY:** | | | | **Ladders (Selection/ Use/ Maintenance)** | | | | | | |
|  | **Project : Sub-Contractor:** | | | | **Location : Nature of work :** | | |  |  |  |
|  | **Sl.**  **No.** | **Controls** | | | | | **Performed**  **by** | | **Checked**  **by** | |
|  | 1 | Built ladders not more than 6 M ; rung spacing not more than 300mm | | | | |  |  |  |  |
|  | 2 | Metal ladders shall not be used around electrical equipment or circuits of any kind  CAUTION: “DO NOT USE NEAR ELECTRICAL EQUIPMENT” | | | | |  |  |  |  |
|  | 3 | Ladder shall be secured to a rigid structure | | | | |  |  |  |  |
|  | 4 | Ladder shall be placed in 75**°** angle for safe ascending/descending | | | | |  |  |  |  |
|  | 5 | Ladder to be extended 1 meter above landing | | | | |  |  |  |  |
|  | 6 | No cable should be taken through ladder | | | | |  |  |  |  |
|  | 7 | User shall come down to move / relocate any ladder | | | | |  |  |  |  |
|  | 8 | Inspect metal ladders once in three months for wear, corrosion and structural failure or after dropped/ damaged | | | | |  |  |  |  |
|  | 9 | Clean metal ladders to prevent accumulation of materials which may Destroy non-slipping properties. All fittings to be carefully checked | | | | |  |  |  |  |
|  | **Prepared By :**  **SE / SS :**  **Date :** | | | | **Approved By : Project Manager : Date :** | | |  |  |  |