

# NMT Crane Hire Limited Ladder Safety Policy

## Purpose

The purpose of this policy is to ensure the safe use of ladders in the workplace, minimizing risks and preventing accidents or injuries associated with ladder use.

## Scope

This policy applies to all employees, contractors, and visitors using ladders on NMT Crane Hire Limited premises or during company-related activities.

## Responsibilities

### 1. Management:

- Ensure ladders meet regulatory standards.
- Provide appropriate ladder safety training.
- Conduct regular inspections of ladders.

### 2. Employees:

- Use ladders safely and follow all guidelines outlined in this policy.
- Inspect ladders before use and report any defects.
- Attend mandatory ladder safety training sessions.

### 3. Supervisors:

- Monitor and enforce compliance with the ladder policy.
- Address unsafe ladder practices promptly.

## Guidelines for Ladder Use

### 1. Selection of Ladders:

- Use ladders appropriate for the task and weight capacity.
- Do not use makeshift ladders or substitutes.

### 2. Pre-Use Inspection:

- Check for defects such as broken rungs, damaged rails, or missing feet.
- Tag defective ladders as “Out of Service” and remove them from use.

### 3. Safe Placement and Setup:

- Ensure the ladder is on stable, level ground.
- Secure the ladder to prevent movement.
- Maintain a 4:1 ratio for extension ladders (one foot away from the wall for every four feet of height).

### 4. Proper Usage:

- Always face the ladder while climbing or descending.
- Maintain three points of contact (two hands and one foot or two feet and one hand).
- Do not overreach or lean to the side while on a ladder.
- Do not exceed the weight limit specified on the ladder.

### 5. Environmental Hazards:

- Avoid using ladders in high winds or slippery conditions.
- Ensure proper lighting is available when using ladders.

### Prohibited Practices

- Using a ladder for purposes other than its intended use.
- Standing on the top rung or cap of a ladder.
- Using metal ladders near electrical hazards.
- Modifying or repairing ladders without manufacturer approval.

### Inspection and Maintenance

- Ladders must be inspected regularly and maintained in good condition.
- Any ladder showing signs of damage or wear must be removed from service immediately.

### Training Requirements

- All employees must complete ladder safety training before using a ladder.
- Refresher training will be conducted annually or when new hazards or equipment are introduced.

### Non-Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

### Policy Review

This policy will be reviewed annually or as required by changes in regulations or workplace practices.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:  
**09.12.2025**

Next Review Date:  
**08.12.2026**