

13.06.02

DESCRIPTION:

**JOB SAFE PRACTICES**  
**General - Mirror cap ladder**

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Ensure the works area is clear and the ladder is secured and close to the fixture.</p> <p>Keep your body within the safety rails of the ladder (<b>use fall restraints if fitted</b>).</p> <p><b>Do not</b> move the ladder while you or another person is on it.</p> <p>Ensure the rubber stoppers are in good condition.</p> <p>Ensure that going up the ladder that you face the steps and when coming down the ladder you must face the steps – <b>DO NOT COME DOWN THE STEPS FACING OUT FROM THE LADDER.</b></p>	Working with heights	Falls	<p><b>Store and Department Management</b> – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p><b>Store staff</b> – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p>
<p>Use the shelf provided on the mirror cap ladder to rest the product.</p> <p><b>While descending the ladder, rest the load on the platform to free your hands so you can hold onto the rails.</b></p> <p>Observe the manual handling technique.</p> <p>Manual handling JSP</p>	Manual handling - lifting carrying stock	Sprains, strains, falls	<p><b>All staff</b> – To identify and report unsafe conditions and implement the Out of Service tag procedure</p>
<p>Ensure the mirror cap ladder is not used for electrical work, for example changing light globes.</p>	Use near electricity	Electric shock	<p><b>Note</b> –Only use the mirror cap ladder if you cannot gain access with a safe-T-step.</p> <p><b>Do not</b> use equipment other than mirror cap ladders or safe-T-steps to access stock.</p>

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