**Safety Hints for Using Ladders**

**Before Use**
- Never use a wooden ladder that has been painted as the paint may cover up cracks and defects in the ladder.
- Always inspect a ladder and make sure it is structurally sound before using it.
- To avoid the risk of electric shocks, do not use a metal ladder near any electrical installations.
- Choose a ladder that is suitable for the task.
- Damaged ladders should be clearly labelled to warn other people.

**During Use**
- A straight ladder should be placed on a 1:4 ratio of setback distance to height.
- Never hold any object in your hands while climbing up or down a ladder. Instead, put tools or materials in a waist bag or have them handed to you by another person.
- The top of a straight ladder should be at least one metre above the landing place to provide for the handrail.
- A ladder should be set on firm and level ground, and either fastened with ropes or held steady by another person.
- Place the ladder in the position where you will perform the task; never overstretch your body to either side of the ladder.
- Avoid using a ladder near a door or in a passageway where it may be accidentally knocked down.
- Face the ladder and maintain a three-point contact with it when climbing up or down. Make sure that the footwear is free from mud or grease before climbing up a ladder.

**After Use**
- Store ladders properly in a cool place and away from direct sunlight.