

## **PURPOSE**

To provide guidance in safe ladder use.

## **PPE**

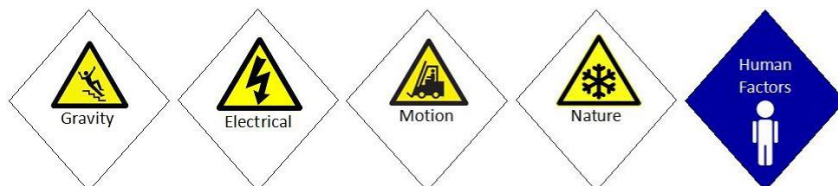
- Strike Minimum Requirements
- Fall Protection as required

## **TRAINING**

- Fall Protection training as required
- General Ladder Safety Training on care, use and storage of ladders for Green Worker/New to Industry workers captured in CF-S-30 Green Worker Mentoring Competency Checklist

## **HAZARDS & CONCERNS**

- Personal Injury
- Property Damage
- Weather (wind/rain/snow)
- Ground and Surface Condition
- Fall From Heights
- Dropped Objects
- Electrical



**Note:** Verify client/site ladder use requirements (e.g. some do not permit work to be performed from ladders).

## **GENERAL LADDER PRECAUTIONS**

### **THE DO's**

- DO** HIAC your work task
- DO** Assess whether fall protection/rescue plan (CF-S-28) is required
- DO** Consider if there is a better tool for working at heights. (e.g. scaffolding, elevated work platform)
- DO** Follow manufacturer's recommendations
- DO** Choose the appropriate CSA-approved ladder for the task
- DO** Use a fiberglass, or other non-conductive material, ladder when working near electricity or energized equipment
- DO** Inspect ladders before use:
  1. Check rungs, legs, cross braces, and feet for damage
  2. Moveable parts must operate freely
  3. Hardware and fittings must be securely attached
  4. Rungs and steps must be free of grease or oil
  5. Ladder must be free of corrosion, rust, oxidization, and excessive wear, especially on treads
  6. Read labels for more specific guidance
- DO** Maintain three-point contact and always face the ladder when climbing or performing work
- DO** Climb down and move ladder instead of overreaching
- DO** Keep your body centered between the rails of the ladder
- DO** Keep footwear clean, and the rungs free of mud, snow or grease



**THE DON'Ts**

- DO NOT** Use a ladder that is visibly damaged, twisted or bowed. **Tag out of service and notify your Supervisor**
- DO NOT** Place a ladder in front of doors opening toward the ladder except when the door is locked or blocked from opening
- DO NOT** Use ladders in a horizontal position as a platform or scaffold
- DO NOT** Place a ladder on top of another object such as a box to gain additional height
- DO NOT** Step from one ladder to another; instead climb down to the ground then up the other ladder
- DO NOT** Allow more than one person on a ladder at a time
- DO NOT** Carry heavy, bulky or hazardous objects while climbing up or down a ladder
- DO NOT** Use a ladder to support a platform
- DO NOT** Paint a wooden ladder or use a wooden ladder that has been painted
- DO NOT** Use ladders around windows, stairwells or unprotected edges

**STEP LADDERS****THE DO's**

- DO** Ensure ladder is placed on a stable base
- DO** Ensure that each foot is in contact with the ground
- DO** Ensure the leg spreaders are fully extended prior to use
- DO** Secure ladder or hold in place
- DO** Tie off the step ladder and/or hold it in position if the step ladder is over ten feet (3m)

**THE DON'Ts**

- DO NOT** Use a stepladder as a straight ladder – always open the legs
- DO NOT** Use a step ladder at heights exceeding six meters
- DO NOT** Perform work or stand on the top two rungs of a step ladder

**COMBINATION LADDERS**

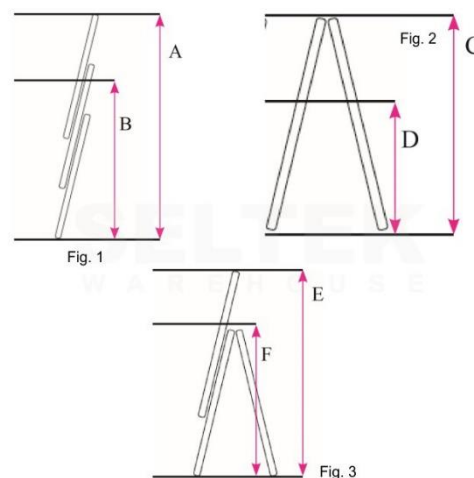
Are a specialty designed ladder that can be used as a triple ladder, an A-frame stepladder, an extended stepladder, a stairwell ladder. Designed with telescopic safety base provides additional stability in all configurations and permits safe use on uneven surfaces, such as curbs and slopes.

**THE DO's**

- DO** Ensure ladder is placed on a stable base and legs are properly adjust to be level on uneven surface as shown in images.
- DO** Ensure that each foot is in contact with the ground
- DO** Ensure the leg spreaders are fully extended prior to use
- DO** Secure ladder by tying off or have spotter hold ladder in place
- DO** Tie off the step ladder and/or hold it in position if the step ladder is over ten feet (3m)

**THE DON'Ts**

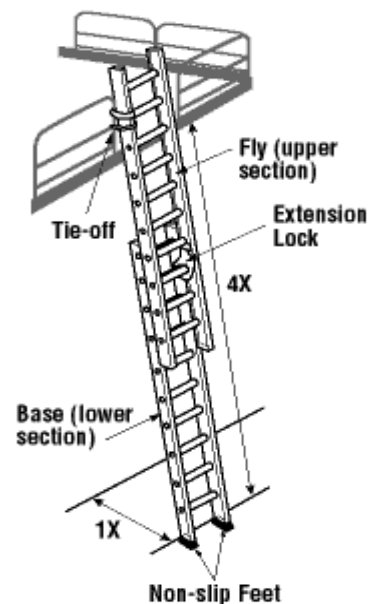
- DO NOT** Use a combination ladder as a straight ladder – always open the legs
- DO NOT** Use a combination ladder at heights exceeding six meters/OEM recommended height if less
- DO NOT** Perform work or stand on the top two rungs of a combination ladder



## **EXTENSION LADDERS**

### **THE DO'S**

- DO** Ensure extension ladders are equipped with locks that securely hold sections of the ladder in the extended position
- DO** Erect extension ladders so that the bottom section "faces" the supporting surface (See figure at right)
- DO** Raise and lower ladders from the ground. Ensure that locking ladder hooks are secure before climbing
- DO** Maintain the minimum overlap of sections as shown on a ladder label (typically four rung overlap between sections, refer to manufacturer's specifications)
- DO** Set up ladder at a 4:1 ratio (i.e. for every 4 ft the ladder rises, the ladder base must be out 1 ft)
- DO** Ensure that the side rails of a portable ladder extend at least one meter or four rungs above a platform, landing, or parapet if the ladder is used to access the platform
- DO** Tie off extension ladders. If there is no structure to tie off to, use a stake in the ground



### **THE DON'Ts**

- DO NOT** Place ladder against movable objects
- DO NOT** Step on the top 4 rungs of an extension ladder
- DO NOT** Separate sections to use individually; ladder is built as one unit, leave it as one unit
- DO NOT** Remove tie-offs until ladder is ready to be taken down
- DO NOT** Extend ladder on ground and attempt to raise, see below for safer practice

## **FLAT-TOP SAWHORSE LADDER:**

Flat-Top Sawhorse Ladders are an excellent option for a lightweight work aid which function as a step-ladder and a sawhorse bench.

## **PROPER EXTENSION LADDER SET-UP & TAKE DOWN**

When setting up an extension ladder, use the following method to avoid straining muscles or losing control of a ladder. With ladders weighing more than 25 kg (55 lb), or where conditions complicate the task, have two people set up the ladder, step by step, as follows:

1. Lay a ladder on the ground close to intended location
2. Brace ladder base using helper's feet
3. Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the center of the rungs to maintain stability
4. Move the extended ladder to the desired location. Lean it forward against the resting point

One person can erect a short ladder, step by step, as follows:

1. Secure the base of a ladder firmly against the base of a building or stationary object
2. Lift the top of ladder and pull upwards to raise a ladder to a vertical position
3. Transfer a ladder to its required position when it is properly extended
4. Keep a ladder upright and close to the body with a firm grip

The method for lowering any ladder is the reverse procedure of erecting it.

**LADDER STORAGE**

**THE DO'S**

- DO** Store ladders indoors out of the elements where possible
- DO** Keep ladders clean and free of foreign materials
- DO** Keep wooden ladders in a well-ventilated location, away from dampness and excessive heat
- DO** Pad racks on vehicles with soft material to reduce wear and road shocks
- DO** Identify ladders which overhang vehicles with a red or orange flag

**THE DON'Ts**

- DO NOT** Overhang beyond support points when transporting ladders on vehicles (Stay within a few feet of the last support)
- DO NOT** Hang ladders from rungs
- DO NOT** Store materials on ladders

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