



This Safe Work Practice must be reviewed when the task, equipment, or materials change. At a minimum is reviewed once every year.

LADDERS AND STEP LADDERS

SAFE WORK PRACTICE

Hazard Identification

Required Training

Required Personal Protective Equipment

Required Tools / Equipment

Practice:

Ladder Inspection

1. Ladder is to be inspected before use:

- Rungs are clean / free of grease; remove build-up of material such as dirt or mud.
- No broken, loose, or missing steps or rungs appear.
- Ladder has no broken or split side rails or other defects or damage.
- Ladder has no nails, screws, bolts, hinges, or other metal parts that are loose or broken.



- No surfaces appear that are rough or splintered.
 - Ladder has no non-slip feet that are damaged or worn.
 - Ladder has no identification label missing.
 - No treads appear that show rust, oxidation, or excessive wear.
 - Do not use wooden ladders. Remove from site.
 - Ladder does not have locks that do not latch properly when ladder is extended.
 - Broken or corroded mounts on fixed ladders do not appear.
2. Ensure ladder is long enough for the task. A good guideline is that a ladder should extend at least one metre above the edge of the landing, platform or roof.
3. If you find the ladder is unsafe to use, immediately tag it with a “Do not Use” tag, and take the ladder out of service. Remove from site.

Safe Ladder Usage

1. Read and follow the manufacturer’s instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not place ladders in a passageway or doorway without posting warning signs to detour traffic away from the ladder.
3. Ensure ladder is secured against accidental movement during use:
4. Only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
7. Ensure the ladder is placed against the structure so that the slope of the ladder is one horizontal to four vertical.
8. When performing work from a ladder, face the ladder, and do not lean backward or sideways from the ladder.
9. Do not stand on a ladder that wobbles, or leans to the left or right of centre.
10. Do not move a rolling ladder while someone is on it.
11. Make sure the moving ladder is locked and the brake is on before climbing.



12. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
13. Do not carry items in your hands while climbing up or down a ladder.
14. Do not try to “walk” a ladder by rocking it. Climb down the ladder; then move it.
15. Do not use a ladder as a horizontal platform.
16. If a ladder is over six meters long / 50 lbs., use two people to carry it.
17. Do not leave tools or materials on top of ladders.
18. Do not stand or work from the top two rungs of any ladder, unless the ladder is a stepladder that has a platform equipped with a suitable handrail.

Date Written: _____

Practice Developed By: _____

Revision Date: _____

Approved By: _____

Approval Date: _____

Signature: _____

Employee Signature: _____
Date: _____

Manager Signature: _____
Date: _____