

*This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.*

**[insert company info here]**

## **LADDER USE PROCEDURE**

<b>Date of Issue:</b>	
<b>Written by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>

### **PURPOSE**

Numerous injuries are caused by ladder accidents. This practice provides a guideline for performing the task of working on ladders to prevent said accidents.

### **SCOPE**

This procedure applies to all employees who use ladders must review and work in accordance with the guidelines set out in the practice.

### **RELATED DOCUMENTATION**

#### **Internal**

Hazard Identification & Risk Assessment Procedure  
Workplace Violence Risk Assessment  
Health and Safety Policy  
Legislation & Standards Log  
Hazard & Risk Log  
Health & Safety Objectives

#### **External**

Duties of Employers- OHS, s. 25 (1)(a-d)  
Every Reasonable Precaution- OHS, s. 25 (2)(h)  
Ladder- O. Reg. 213/91, s. 78-85, 86  
PPE- O. Reg. 213/91, s. 93-116

## PROCEDURE

1. Conduct a visual pre-use inspection on ladders prior to use.
2. Select the most appropriate type of ladder prior to use.
  - **Extension trestle ladder** – a self-supporting portable ladder that is adjustable in length, consisting of a trestle ladder base, a vertically adjustable extension section and an adequate means of locking the ladder base and extension section together
  - **Platform ladder** – a self-supporting portable ladder that is not adjustable in length, where the highest standing level is a platform
  - **Single ladder** – a non-self-supporting portable ladder that is not adjustable in length and has only one section
  - **Stepladder** – a self-supporting portable ladder that is not adjustable in length, has flat steps and a hinged back, and whose back section is either a single ladder or other supporting device
  - **Step stool** – a self-supporting, portable, fixed, or foldable ladder that is not adjustable in length and has:
    - (a) a height of 800 millimetres or less, excluding side rails, if any, above the top cap,
    - (b) flat steps, but no pail shelf, and
    - (c) a ladder top cap that can be stood or stepped on.
  - **Trestle ladder** – a self-supporting portable ladder, non-adjustable in length, having two sections and hinged at the top so as to be able to form equal angles with the base.
3. Select the most appropriate material of ladder prior to use.
  - Aluminum
  - Wooden
  - Fibreglass
  - Steel
4. Ensure proper housekeeping and remove obstacles prior to setting up and using the ladder.
5. Secure the base of the ladder from accidental movement. Use ladders with non-slip bottom, nail the cleats to the floor or anchor the feet or bottom of the side rails.
6. Tie off the ladder if needed to prevent any accidental movement.
7. If not possible to tie the ladder, have workers hold the ladder.

### Following the tips below for using ladders in a safe manner:

#### DO:

- Ensure the ladder is placed on a firm, level surface.
- If the ladder is used to access another level, ensure there are railings extend at least 3 feet over the landing surface.
- Ensure extension ladders are placed at a proper angle, which is 1 foot back for every 3 or 4 feet up (1:4 ratio).
- Be cautious of overhead power lines when setting up and using ladders (as may be applicable).

- Stand on the ladder no higher than the fourth rung from the top.
- Allow only one person to use the ladder at a time.
- Always face the ladder when climbing up and down the ladder.
- Maintain 3 point contact at all times.
- Keep your centre of gravity between the side rails of the ladder.
- Use a rope to deliver and receive tools to workers at the bottom or top of the ladder when reasonably practicable.
- If the work being done on the ladder is 10 feet or higher, fall protection must be used.
- Keep safety boots clean at all times to prevent slips, trips and falls.
- Rest the ladder on its side rails rather than their rungs.
- Use two or more workers to move long or heavy ladders.
- Secure (tie off) at the top and bottom to prevent any movement in the ladder. When supporting a stepladder, always stand to the side of the ladder. Do not stand on the bottom rung while another worker is in the ladder.
- Use a step ladder only when it is in the fully opened position.

**DON'T:**

- Use portable ladders horizontally as a substitute for scaffold planks, runways, or any other service for which they are not designed.
- Splice together short ladders to make a longer ladder.
- Use ladders as bracing, skids or storage racks.
- Place ladders on unstable surfaces.
- Overreach when obtaining equipment, tools, material, etc.
- Climb up and down the ladder while carrying equipment, tools, material, etc.
- Stand on the ladder on one foot.
- Use aluminum ladders when working near overhead power lines.
- Stand or step on the top cap, top step or pail shelf of a step ladder. This rule also applies to extension ladders, combination ladders and trestle ladders.
- Paint or place stickers on ladders as they can conceal defects.
- Have more than one person on a ladder at a time.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name & Title (please print)

\_\_\_\_\_  
Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer