
 <p>HEALTH, SAFETY & ENVIRONMENTAL MANUAL</p>	4.11 Safe Work Program – Ladder Use				
	Initial HIRA Score:	15	Residual HIRA Score:	5	Critical Task: No
	Procedure(s): 5.4.11				
	Revision Number: R0		Number of Pages: 3		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

SAFE WORK PROGRAM

Ladder Use

A major cause of falls from ladders is improper set-up. Many incidents can be avoided with common sense and good work practices. Using proper inspections and set-up techniques will give your ladder maximum stability and help ensure your safety.

Choose the right ladder for the job. Remember the following:

- CSA approved Grade 1, Grade 1A or Grade 1AA ladders must be used at construction projects;
- Ladders must be inspected each day before the shift starts.
- Defective or broken ladders are to be tagged out and removed from the site. Return to the equipment shop.
- Aluminum ladders may not be used where there is a risk of electrocution from overhead wires or other electrical hazard areas. Typically, this would be on road reconstructions. In this case, fibreglass ladders must be used.



Inspection

Ladder users must inspect ladders before each use, and defective and/or damaged ladders must either be immediately marked in a manner that readily identifies them as defective or damaged and be tagged with a "Do Not Use" tag or tag containing similar language.

Defective and/or damaged ladders must not be used and must be removed from service until repaired. Look for warning signs. Check all ladder components for signs of wear, corrosion, and structural failure before each use.


These inspections are to include:

- Rungs - Check for broken split, cracked, corroded or missing rungs.
- Side Rails - Check for broken, split, cracked, corroded or missing side rails.
- Cracks - Check carefully for cracks; they are hard to see. Cracks weaken ladders.
- Excessive Bends - Check for rungs or side rails with excessive bends. Bent areas are greatly weakened and may fail during use.
- Hardware - Check for ladders with loose, corroded, or weakened fasteners and hardware.
- Feet - Check ladders for missing or damaged feet. Ladder feet may have both nonskid pads for use on hard surfaces (concrete), and metal feet for soft surfaces (dirt).
- Coatings or Paint - Check for paint or other coating hiding defects. Wood ladders shall not be painted or coated with any opaque covering, except for identification or warning labels which may be placed on one face only of a side rail. When other types of ladders are painted it is very hard for the user to observe defects/damage such as cracks or dents and painted areas must be inspected carefully for hidden damage.

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- Oil, grease, and other slipping hazards - Inspect ladders for oil, grease, moisture or other slippery materials before use and clean as necessary.
- Capacity - Check the capacity label and make sure the ladder has sufficient capacity to hold you and everything you are wearing/carrying.



Inspecting a ladder

Inspect ladders before each use. If you find a ladder that is damaged or in poor condition, remove it from service and report it your supervisor or employer.

Inspection	Not Applicable	Condition OK	Needs Repair
Label Ladder is labelled or marked with its load and duty rating			
Ladder Parts All parts are in place Parts are free of defects (cracks, dents, bends, breaks, splits, sharp edges, corrosion, rust, exposed fiberglass, rot, decay, or excessive wear) Rungs and steps are free of mud, grease, oil, wet paint, snow, or other slippery substances			
Rungs, steps, and side rails are connected securely Bolts, nuts, nails, and screws are secure Moving parts move freely without binding or too much play Safety shoes or padded feet are in good repair and clean — not missing or loose Slip-resistant tread on feet is in good condition — not excessively worn			
Extension Ladders Metal bearings in locks, wheels, and pulleys are lubricated Locks or latching mechanisms are not missing, broken, or loose Locking guides or brackets engage properly Rope tracks properly in the pulley Ropes are not frayed, cut, badly worn, burned, or showing mildew or rot Ropes are free of tangles			
Stepadders Spreader bars are tight and have all rivets Spreader bars open fully and lock			

For more information, see WorkSafeBC's Ladder Safety Series on WorkSafeBC.com

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LADDER INSPECTION



STEP EXTENSION No. _____
INSPECT UNIT CAREFULLY BEFORE SIGNING INSPECTION RECORD

YES	NO	
STEPS, RUNGS, UPRIGHTS & BRACES		
<input type="checkbox"/>	<input type="checkbox"/>	LOOSE FASTENERS OR OTHER METAL PARTS
<input type="checkbox"/>	<input type="checkbox"/>	CRACKED, BROKEN, SPLIT OR WORN SLIVERED
<input type="checkbox"/>	<input type="checkbox"/>	DAMAGED/WORN NON-SLIP BASES
HINGES		
<input type="checkbox"/>	<input type="checkbox"/>	LOOSE HINGE
<input type="checkbox"/>	<input type="checkbox"/>	LOOSE/BENT SPREADER
<input type="checkbox"/>	<input type="checkbox"/>	SPREADER STOP BROKEN
LOCKS & ROPE		
<input type="checkbox"/>	<input type="checkbox"/>	LOOSE, BROKEN OR MISSING LOCK
<input type="checkbox"/>	<input type="checkbox"/>	IMPROPERLY SEATED WHEN EXTENDED
<input type="checkbox"/>	<input type="checkbox"/>	WORN OR ROTTED ROPE
GENERAL		
<input type="checkbox"/>	<input type="checkbox"/>	WOBBLY

SEE OTHER SIDE

Preparing to use a ladder

- It must be located so that an adequate landing surface that is clear of obstructions is available at the top and bottom of the ladder.
- All ladders must be placed on a stable base.
- Rid the area of hazards.
- Look above for any overhead wires or obstructions.
- Use non-conductive ladders for all electrical work.
- Block off the area around the ladder so people and equipment won't knock you off the ladder.
- If you're working close to a corner, put a sign to warn people of your presence.
- If there's a door nearby, lock it, block it off, or station someone to watch it for you.
- Before you use a ladder, check its rating. And be sure not to subject it to a load greater than its rated capacity.
- If a support system, like a trench box, is used for an excavation, a ladder for access to or egress from the excavation shall be placed within the area protected by the support system.

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Use of a ladder

- Position a ladder carefully to prevent slipping.
- Ladder must be set up at a safe angle. Not less than 1/4 and not more than 1/3 of the length from a point directly below the top of the ladder.
- It must be secured at the top and bottom to prevent movement.
- It must extend above the top by at least 900 mm (3 feet).
- Tie off or have someone hold the ladder in position.
- When climbing up or down, always face the ladder and maintain 3-point contact.
- Don't carry tools, equipment, or material in your hands while climbing. Use a hoist line for lifting and lowering.
- Do not use a ladder for anything other than its stated purpose.
- Do not use boxes, barrels, or other objects to raise a ladder higher.
- Never overextend an extension ladder.
- When a stepladder is being used, its legs shall be fully spread open and its spreaders shall be locked.
- No worker shall stand or step on the top cap, top step or pail shelf of a stepladder.
- Read and follow all instructions on the ladder

