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

SAFE WORK PROCEDURE

Ladder Use

Preparing to use a ladder

- Ensure your ladder is in good working order.
- 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.

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.



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

5.4.11 Safe Work Procedure – Ladder Use

Initial HIRA Score: **15** Residual HIRA Score: **5** Critical Task: **No**

Program: **4.11**

Revision Number: **R0**

Number of Pages: **3**

Revision Date:

Approval Date:
10/01/2024

Effective Date:
10/01/2024

SIGNATURE:

SAFE WORK PROCEDURE

Initial HIRA Score	Task	Hazards	Controls	Residual HIRA Score
15	Ladders	<ul style="list-style-type: none"> Slip, Trip, Fall MSD's Equipment failure 	<ul style="list-style-type: none"> If ladder is used as a means of access and egress, ensure it is properly secured at the top and bottom, as well as extending 900mm passed the top. The ladder must also have an area clear from any obstruction at the top and bottom Ensure the only ladders on site are construction grade class 1 Inspect the ladder before use. Tag and remove any defective ladder If there is any risk of contact with any electrical source use fiberglass or wood only -- No Aluminum! Follow J-AAR's SJP for ladder use -- never carry any material/tools up and down a ladder; maintain 3 points of contact at all times, do not work from a ladder unless you have completed a Hazard and Risk assessment that shows an acceptable score 	5
9	Access and Egress to Work Areas	<ul style="list-style-type: none"> Slip, Trip, and Fall Musculoskeletal disorder due to awkward positioning Possible inability to access worker in event of emergency Potential increased severity of injury due to increased first-aid response time Ladder hazards 	<ul style="list-style-type: none"> Follow SWP Ensure J-AAR housekeeping standards are met Conduct periodic emergency drills as required and emergency rescue plan is up to date Ensure all applicable safety and PPE requirements are clearly posted at all point of access and egress Ensure material storage and staging plan is in effect 	3
6	Fall Protection	<ul style="list-style-type: none"> Fall from heights Suspension trauma Equipment failure 	<ul style="list-style-type: none"> Consult J-AAR's SWP for working at heights Workers must be tied off 100% of the time while exposed to a fall of greater than 10 feet. J-AAR has 0 tolerance for working at heights infractions. Always inspect all components of your fall prevention or arrest system before use. Tag and 	4



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

5.4.11 Safe Work Procedure – Ladder Use

Initial HIRA Score: **15** Residual HIRA Score: **5** Critical Task: **No**

Program: **4.11**

Revision Number: **R0**

Number of Pages: **3**

Revision Date:

Approval Date:
10/01/2024

Effective Date:
10/01/2024

SIGNATURE:

SAFE WORK PROCEDURE

remove any defective components from service.

- Specialized training is required.
- Ensure there is a site-specific working at heights rescue plan in place before commencing work.
- Anchor points must meet or exceed the requirements found in O.Reg 213/91 S.26
- Whenever possible use a travel restraint system. If this is not possible ensure that all components of the fall arrest system are appropriate for the task (leading edge work; appropriate lengths of travel distance/swing etc.)
- Never work at heights alone.