

PURPOSE: To provide details of a procedure by which consistent positive protection can be provided for employees using ladders.

PROCEDURE:

- ◆ Ladders constructed of conducting material (e.g. aluminium) shall not be used for work on or near any electrical power source.
- ◆ Fibreglass ladders must be used for all maintenance work.
- ◆ Ladders used to gain access to a level shall extend at least three (3) feet above the level.
- ◆ Ladders shall be checked and any unsafe conditions must be corrected before use.
- ◆ Ladders found to be unsafe, and the unsafe condition cannot be corrected by the user, must be taken out of service and tagged "Unsafe - Do Not Use", then either repaired or discarded, with approval of the Supervisor.
- ◆ Wooden ladders shall not be painted or coated with any opaque material.
- ◆ All ladders shall have non-slip feet and be used on a firm footing and securely fastened if possible.

- ◆ The ladder shall be held in place by one or more persons while being used if it exceeds three (3) meters in length and is not securely fastened or if it is likely to be endangered by traffic. When not securely fastened, the ladder shall be inclined so that the horizontal distance from the top support to the foot of the ladder is at least one quarter (1/4) and not more than one third (1/3) of the length of the ladder.

- ◆ Employees shall use a full body harness with adequate attachments or a safety belt if the worker is exposed to any of the following hazards:
 - a) Falling more than three (3) metres.
 - b) Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment.
 - c) Falling onto operating machinery.
 - d) Falling into water or another liquid.
 - e) Falling into or onto a hazardous substance or object.
 - f) Falling through an opening on a work surface.

WHEN USING A STEP LADDER:

- a) The legs shall be fully extended and the spreader shall be in the locked position.

- b) The top of the step ladder shall not be used as a step; and

- c) The pail shelf shall not be used as a step.