



Hazards	falls, pinch points
Tools/Equipment	
Employee Group(s)	Campus Wide

Required PPE:



Safety Shoes

SAFE WORK PRACTICES

All Portable Ladders

- Inspect required personal protective equipment (PPE) and replace if required.
- Ensure you are using the right ladder for the job.
- Ladders shall be inspected daily before use.
- Ladders shall be equipped with non-slip bases.
- Ladders shall only be set up on a firm, level surface that is free from debris.
- Ladders shall be clean and free of grease, oil or other substances that may cause slipping.
- Wear protective footwear with slip-resistant soles. Before mounting a ladder, make sure your footwear is in good condition, and wipe off the soles, if necessary.
- Always face the ladder when climbing up and down.
- When more than one metre above a safe surface, maintain adequate contact with the ladder, such as three-point contact.
- Avoid carrying objects in your hands while on a ladder. Instead, hoist materials or safely attach tools to your belt or ladder.
- Unless suitable barricades have been erected or other adequate protection provided, ladders shall not be set up in passageways, doorways, driveways or other locations where they can be struck or bumped by persons or vehicles.
- Ladders shall not be erected on boxes, carts, tables, scaffold platforms, elevated work platforms or on vehicles.
- Don't overreach while on the ladder. Climb down and move the ladder to a new position.
- Workers on a ladder shall not straddle the space between a ladder and another object.
- Metal ladders shall not be used in proximity of energized electrical conductors.
- Working on ladders over three metres for long periods of time should be avoided. Discuss safer alternatives with your supervisor.
- All ladders erected between levels or erected to access a roof or platform shall be securely fastened, extend one metre above the top landing and afford clear access at the top and bottom.
- Ladders shall not be used horizontally.
- Ladders shall be CSA Grade 1 or 2.
- Ladders shall be inspected yearly by a competent person
- Defective ladders shall not be used.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.



Extension Ladders

- Extension ladders shall be secured to prevent movement.
- When a task is done while standing on an extension ladder, the length of the ladder shall be such that the worker stands on a rung no higher than the fourth from the top.
- Straight ladders shall be set up at an angle such that the horizontal distance between the base and top support is not less than one-quarter ($1/4$) or greater than one-third ($1/3$) the height between those two points.



Step Ladders

- No work is to be done from the top two steps of a step ladder, counting the top platform as a step.
- The step ladder is only to be used in the fully opened position with the spreader bars locked.
- Tops of step ladders are not to be used as a support for scaffolds.



Rolling Ladders

- Do not move the ladder when someone is on it.
- Do not reach over the edge of the rolling ladder.
- Always use the brake/wheel locks.
- Do not operate on soft or uneven surfaces.

