## LADDER SAFETY

<ORGANIZATION NAME> places the health, safety and well-being of all workers and volunteers as its highest priority. The following policy is intended to help ensure employees who are working with ladders are following safety protocols. In addition, <Organization Name>’s supervisors will monitor the use of ladders and will ensure action is taken if unsafe behaviour is observed. We understand the organization is responsible for the safety of the workplace and we will take all steps needed to provide a healthy and safe working environment for all of us within it.   
  
DEFINITIONS/TYPES OF LADDERS

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Types of Ladders  
  
Portable Ladder: This type of ladder can be moved or carried easily.   
  
Fixed Ladder: This type of ladder is not easily moved and is usually secured or attached to a structure, building, or piece of equipment.   
  
POLICY  
  
<ORGANIZATION NAME> (the “Employer”) will adhere to all requirements set out by the Nova Scotia *Occupational Health and Safety Act and* [*General Regulations*](https://novascotia.ca/just/regulations/regs/ohsgensf.htm#TOC3_86:~:text=%C2%A0%C2%A0%C2%A0%C2%A0%C2%A0%5Brepealed%5D-,Ladders,-147%C2%A0%C2%A0%C2%A0An)*.*Employer Responsibilities

* The employer shall ensure that all fixed ladders in the workplace are designed, constructed, installed and maintained in accordance with the latest version of ANSI standard ANSI A14.3: “American National Standard for Ladders - Fixed - Safety Requirements”.
* The employer shall ensure that all portable ladders used at the workplace are:
  + able to withstand 4 times the maximum load likely to be imposed;
  + clean and free of grease, oil or other substances that may cause slipping;
  + maintained in a safe condition.
* The employer will ensure that all ladders in the workplace are inspected at the following times by a competent person to ensure all components are in an adequate condition and the ladders are safe to use:
  + before each use,
  + annually.
* The employer will ensure that ladders that have loose, broken or missing rungs, split side rails or other defects that may be hazardous to the safety of a person at the workplace are removed from service and repaired or replaced.
* The employer will keep and maintain written records of all repairs, replacements, and manufacturers’ instructions for any ladders in the workplace.
* The employer will ensure that ladders are secured properly and do not sway or move in an unsafe manner when used.
* If there is a risk of contact with live electrical conductors, the employer will ensure that non-conductive ladders are being used.
* The employer shall ensure that a commercially manufactured portable ladder:
  + where it is an extension ladder, maintains an adequate overlap between the sections of the ladder;
  + has locks engaged before the extension ladder is climbed.
* The employer shall ensure that when a portable ladder is used:
  + it is placed on a firm footing;
  + it is secured in an adequate manner against movement.
* If a portable ladder is used as a means of access or exit, it must:
  + have side rails that extend at least 1 m above any platform or landing, and
  + have a clearance of at least 150 mm between it and the supporting structure, except in the area where the ladder is supported against the structure.
  + Where a portable ladder is used as a means of access or exit for a height greater than 6 m and for 7 or more persons, the employer shall provide 2 separate lines of ladders.
* All step ladders in the workplace must have legs securely held in position by means of metal braces or an equivalent rigid support.
* The employer will ensure that portable ladders are not:
  + placed in front of or against a door that can be opened towards the ladder unless the door is locked or guarded,
  + used as a scaffold, ramp, or as a support for such flooring;
  + placed on a box, barrel, scaffold, or other unstable base;
  + lashed to another ladder to increase its length; or
  + located in an elevator shaft or hoistway when such space is being used for hoisting.
  + The employer will ensure that workers are trained and instructed in the safe usage, storage, and maintenance of ladders.
  + The employer will ensure employees are aware of the ladder manufacturer's information and instructions and any workplace practices for ladder use.
  + The employer will provide all appropriate personal protective equipment (PPE) as needed.

Factors to Consider in Selecting the Appropriate Ladder

When selecting the right ladder, <ORGANIZATION NAME> and its employees must consider the following:

1. the task and location of the work to be done
2. worker factors, including an individual's size and weight
3. weight of tools and equipment
4. forces and loads applied when working on the ladder
5. ladder designed use and load/weight rating

In working near electrical wires or equipment, workers must not use aluminium ladders or ladders that are reinforced with metal.

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**General Guidelines and Procedures**

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DOs:

* Choose the correct ladder for the task.
* If working with the ladder in inclement weather, take into account the traction of the steps and if it is dangerous to use, do not use.
* Review the manufacturer’s instructions.
* Ensure the ladder is in good condition by inspecting it prior to use.
* Set up the ladder properly and on a stable surface.
* Wear any applicable personal protective equipment such as proper footwear, helmet, harness, etc.
* Make sure the ladder is placed on a stable surface.
* Ensure there are no electrical outlets, overhead wires or other safety hazards in proximity to the ladder.
* Keep ladders clean and free from oil and grease.
* Store the ladder and make sure they are secured from falling over.

DON’Ts:

* Use a ladder without proper training, PPE, or clothing.
* Use a ladder when feeling unwell.
* Move or slide while on a ladder.
* Overreach while on a ladder.
  + If you have to overreach, come down safely off the ladder and reposition the ladder to where you need it.
* Use self-supporting ladders as a non-self-supporting single ladder.
* Place ladders on items such as bricks, boxes, barrels, or unstable bases.
* Connect or tie-together ladders unless approved by the manufacturer.
* Place ladders in front of doors unless the door is open, locked, or guarded.
* Climb up to the top support point or as labelled on a non-self-supporting ladder.
* Leave ladders erect and unattended.
* Be distracted from your task by a handheld device; taking away three point contact.

To Ensure Safe Climbing and Working on Ladders:

* Position yourself and stay in the middle of the step or rung to maintain balance.
* Avoid overreaching.
  + The general rule is to keep your belt buckle between the side rails.
* Do not stand or climb higher than the level indicated on the label.
* Do not stand on the top cap, top step, pail shelf, or the rear braces of a self-supporting ladder.
* When climbing up or down a ladder, you must face the ladder and maintain 3 points of contact: two feet and one hand or two hands and one foot.
  + It is dangerous to carry items in both hands while climbing up and down a ladder.
* Your hands must be free while climbing, so consider other options to transport tools and other items, such as tool belts, backpacks, or raising materials using a rope and container.
* Face the ladder when climbing or descending.
* Avoid working from the top three rungs of the ladder, unless it is a step ladder.

When Using Step Ladders and Step Stools:

* When climbing up and down these ladders while carrying something, make sure that what you are carrying will not affect your ability to climb up and down:
  + You must maintain balance, and
  + The object must not obstruct your view
* When you are on the ladder:
  + Keep hands above knee level when reaching down to grab items,
  + Keep the belt buckle within the outer edges of the side rails when reaching sideways; this will ensure you do not overreach,
  + Avoid leaning backward while moving objects,
  + Avoid going on your toes when reaching above.
* Keep both feet on the ladder while standing on it.
* Lifting and moving of materials should only be done when allowed by the manufacturer’s instructions and when safe to do so.

When Using an Extension and/or Single Ladders, which include Sliding, Fixed, Portable:

* When climbing up and down, face the ladder and use both hands to maintain three-point contact: that would be two hands and one foot OR two feet and one hand.
* When on the ladder:
  + Keep hands above knee level when reaching down to grab items,
  + Keep your belt buckle within the outer edges of the side rails when reaching sideways,
  + Avoid leaning backward while moving objects,
  + Avoid going on your toes when reaching above.
* When standing on the ladder:
  + Stand no higher than the top step indicated by the manufacturer,
  + Keep both feet on the ladder.
* You can lift or move objects when on a ladder only when safe to do so and allowed by the manufacturer.
* The maximum weight to be lifted with one hand may range between 6 to 9kg (13 to 20 lbs.), depending on the capabilities of the person. You must maintain three-point contact (two feet and one hand) with a ladder.
* When working on the ladder, use only one hand to receive, lift, and move items while maintaining three-point contact (two feet and one hand in contact with the ladder).

Please note that this Ladder Safety Policy contains general guidelines as set out by the Nova Scotia Occupational Health and Safety Act and General Regulations. <ORGANIZATION NAME> reserves the right to amend this policy as necessary to ensure the continued health and safety of our employees. Any changes or updates to this policy will be communicated and implemented accordingly.