## LADDER SAFETY

PURPOSE

The purpose of this procedure is to provide guidelines for selecting, using and maintaining ladders.

SCOPE

This procedure applies to all Employees and Contractors.

STANDARDS / PROCEDURES

**General**

As per the Manitoba Workplace Safety and Health Act, every ladder provided by an employer for use at the workplace must be designed and constructed and maintained to safely support any load that will be or is likely to be imposed on it.

**Fixed Ladders**

As per WSHA Part 13.20 (1) an employer and an owner must ensure that ladder that is permanently fixed to a supporting building or structure:

* is designed by a professional engineer, as is its permanent attachment to the building or structure
* is constructed, erected and installed in accordance with the specifications certified by a professional engineer
* is equipped with a suitable safety gate, or equally effective means of protection from falling, at all access openings in floors, platforms and rest platforms
* where it is in a vertical position or at an angle of not more than 25° to the vertical it
	+ meets the requirements of ANSI-ASC A14.3-2008 (R2018), *Ladders - Fixed - Safety Requirement*
	+ has side rails that extend at least one metre above any platform, roof or other landing that does not exceed 750 mm x 750 mm
	+ has an opening in the platform, roof or other landing that does not exceed 750 mm x 750 mm
	+ is equipped, if it is more than 5 metres high, with a ladder cage or a fall protection system that meets the requirements of WSHA Part 14 - Fall Protection
	+ is equipped, if it is more than 9 metres, with one rest platform at a height of 9 metres or less and additional rest platforms at an interval of not more than 5 metres
* where it is fixed at an angle of more than 25° to the vertical or more than one horizontal to two vertical, it is equipped with
	+ a handrail that extends its entire length and is between 800 mm and 920 mm above the front edge of the treads,
	+ treads that are level and uniform in width and depth and in vertical distances between them throughout the length of the ladder; and
	+ on an open side, both a handrail and an intermediate rail or equivalent safeguard.

As per the Manitoba Workplace Safety and Health Act Part 13.20 (2) Clause (1) does not apply to a landing that is serviced by more than one fixed ladder or a fixed ladder installed before the coming into force of this regulation.

**Portable Ladders**

As per WSHA Part 13.16 (1-2) All portable ladders must meet the following requirements, at a minimum:

* Subsection 1
	+ When in use at a workplace, an employer must ensure that a portable ladder is secured against movement at all times during use and is placed on a stable, level base
* Subsection 2, without limiting subsection 1, an employer must ensure that
	+ where a portable ladder is used as a means of access to a platform, roof or other landing, it extends at least 1 metre above that platform, roof or other landing; and
	+ For a portable ladder other than a stepladder, it is placed against a structure so that the slope of the ladder is no more than 1:4.

**Proper Use of Ladders**

* Check the ladder for defects at the start of the shift, after it has been used in another location by other workers, or after it has been left in one location for a lengthy period of time;
* Areas surrounding the base and top of the ladder should be clear of trash, materials and other obstructions;
* The base of the ladder should be secured against accidental movement. Use a ladder equipped with non-slip feet appropriate for the situation;
* The ladder must be set up on a firm level surface, if its base is to rest on soft, un-compacted or rough soil, a mud sill should be used;
* The top of the ladder should be tied off or otherwise secured to prevent any movement. If this is not possible, given the type of ladder or circumstances of its use, one worker should hold the base of the ladder while it is being used;
* If a ladder is used for access from one work level to another, the side rails should extend a minimum of 900 millimeters (3 feet) above the landing;
* All straight or extension ladders should be erected at an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points;
* Check all overhead areas for such things as power lines, etc.;
* Ladders should not be placed against flexible or moveable surfaces;
* Maintain 3-point contact when climbing up or down a ladder. That means two hands and one foot or two feet and one hand on the ladder at all times. This is especially important when you get on or off a ladder at heights;
* Whenever possible, avoid climbing up or down a ladder while carrying anything in your hands. Tools, equipment and materials should be placed in a container and raised and lowered by a rope, if necessary;
* Never straddle the space between a ladder and another object;
* Never erect ladders on boxes, carts, tables or other unstable surfaces; and,
* Never rest a ladder on its rungs, ladders must rest on their side rails only.

**Maintenance and Inspection**

* Ladders will be visually inspected daily / prior to use;
* Any ladder found to be defective shall be taken out of service and tagged; and,
* Once tagged, the ladder must not be used. The tag shall read “DO NOT USE”.