## LADDER SAFETY POLICY

<Organization Name> places the health, safety and well-being of all workers and volunteers as its highest priority. The following policy has been established to reduce and prevent accidents, injuries, and promote safe work practices when using ladders at our workplace. 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

Types of Ladders

Portable Ladder: This type of ladder can be moved or carried easily and is generally used against a wall. Straight, extension and stepladders are known as portable ladders.

Fixed Ladder: This type of ladder is not easily moved and is usually secured or attached to a structure, building, or piece of equipment. This type of ladder must be equipped with a safety cage where it is more than 6 m in height, unless the employee on the ladder uses a fall-arresting system.

POLICY

<Organization Name> (the “Employer”) will adhere to all requirements set out by the New Brunswick *Occupational Health and Safety Act* (the “OHSA”) and WorkSafeNB.

Employer Responsibilities: [Fixed Ladders](https://www.canlii.org/en/nb/laws/regu/nb-reg-91-191/latest/nb-reg-91-191.html#:~:text=33%3B%202022%2D27-,Fixed%20Ladders,-Fixed%20ladders)

* Ensure the fixed ladder is the right strength and length, clean and free from grease,
* Ensure the fixed ladder is maintained in a safe condition, properly secured at all points, and is constructed according to the regulation and manufacturer’s instructions.
* Remove any fixed ladder from service when it has loose, broken or missing rungs, split side rails, or other defects.
* Provide ladder cages for a fixed ladder that is more than 6m in height, except where an employee uses a fall-arresting system.
* Ensure the ladder cage is constructed according to the regulation (NB Reg 91-191, Sec. 121-4) and manufacturer’s instructions.

Employer Responsibilities: [Portable Ladders](https://www.canlii.org/en/nb/laws/regu/nb-reg-91-191/latest/nb-reg-91-191.html#:~:text=TEMPORARY%20STRUCTURES-,Portable%20Ladders,-Portable%20ladder%20%2D%20general)

* Ensure that any portable ladder used at the workplace is of adequate strength and length, clean and free of grease, and maintained in a safe condition.
* Remove any portable ladder from service when it has loose, broken or missing rungs, split side rails or other defects.
* Ensure that wooden portable ladders are made of No. 1 grade or better, spruce or fir, are not painted (other than preserved with a transparent protective coating), and have rungs and side rails built according to the regulations.
* Ensure that single ladders are not longer than 6 m.
* Ensure that when employees work around electricity, they do not use an aluminum ladder, as it can conduct electricity when near electrical lines.
* Ensure that the ladder is not near an edge or floor opening that would significantly increase the fall distance.
* Ensure that portable ladders comply with and are used according to the [CSA Z11-12 (R2017), “Portable ladders”](https://ohsguide.worksafenb.ca/topic/ladders.html) or [ANSI](https://webstore.ansi.org/) ASC-14.7-2011, “Safety Requirements for Mobile Ladder Stand Platforms” or a standard offering equivalent or better protection.
* Ensure any portable extension ladder has no more than three sections, locks securely, and when extended, maintains the following overlaps:
	+ If the ladder is 11 m or less, the overlap must be 1 m.
	+ If the ladder exceeds 11 m and is 15 m or less, the overlap must be 1.25 m.
	+ If the ladder exceeds 15 m and is 22 m or less, the overlap must be 1.5 m.
* When an employee is working 3 m or higher on a portable ladder, the work may be done without a fall-protection system if:
	+ The work is light duty and of short duration at each location.
	+ The employee can maintain their centre of gravity between the ladder side rails.
	+ The employee can usually have one hand free to hold on to the ladder or another support, and three point contact is maintained.

Employer Responsibilities: General

* The Employer must ensure that all employees who use any type of ladder in the workplace are trained and instructed in the safe maintenance, use, and storage of ladders.
* Training should include:
	+ How to inspect ladders for defects before each use.
	+ How to report defects to supervisors and where to store ladders that have been deemed unsafe.
	+ How to select the right ladder for the task at hand (for example, the different ladders available for performance and access type work).
	+ Procedures for the safe use of ladders near electricity by using ladders rated for near electrical work, such as those made from fibreglass.
	+ Correct set-up of extension ladders (follow the 1:4 rule: the base should be 1 foot from the wall for every 4 feet in height). Awareness that extension ladders must extend 1 m (3 feet) beyond the top resting point when used for climbing onto a platform.
	+ Correct tie-off of an extension ladder (rest both side rails on the top support, tie off ladder at the top, and secure bottom to prevent it from slipping).
	+ The 3-point climbing method (maintain three point contact by keeping two hands and one foot, or two feet and one hand on ladder at all times).
	+ Provide necessary fall protection when employees are working at heights above 3 m.
	+ Provide necessary warning signs and barricades and ensure employees use them to warn other employees when people are working on ladders.
	+ Provide all necessary personal protective equipment (E.g., hard hats, safety glasses, etc.).
	+ Ensure that all defective or damaged ladders are repaired or replaced according to manufacturer's instructions.
	+ Keep written records of all repairs or replacements.
	+ Keep written records of all training, instruction, and qualifications given to employees.

Supervisor Responsibilities

* Trian employees on the hazards and control measures associated with their work.
* Provide the information and instruction necessary to ensure their health and safety.
* Enforce company safety rules, programs, codes of practice and procedures, including ensuring employees comply with the requirements stated in this policy.
* Conduct regular inspections to ensure ladders are in good working condition.
* Ensure that all damaged or defective ladders are reported to the employer and removed from service.
* Provide feedback to the employer regarding any health and safety issues.

Employee Responsibilities

* Inspect the ladder before use.
* Report unsafe conditions to the employer or supervisor.
* Face the ladder and use both hands when climbing both up and down (maintaining three-point contact!).
* When on the ladder, stand in the centre between the side rails.
* Make sure the ladder is secured and will not move.
* Make sure the side rails of the ladder go at least 1 m above the platform or landing that you will step on.
* Make sure that legs on a step ladder are held securely by the brace or equivalent.
* Use all necessary personal protective equipment.

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 it is 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 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 New Brunswick Occupational Health and Safety Act and WorkSafeNB. <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.