LADDER SAFETY

<Organization Name> places the health, safety and well-being of all workers and volunteers as its highest priority and will ensure employees who are working with ladders are following safety protocols. We understand the organization holds the highest responsibility for the safety of the workplace and will take all steps needed to provide a healthy and safe working environment.

<Organization Name> adheres to the requirements set out in the Saskatchewan Occupational Health and Safety Act and Regulationsand any other applicable legislation.

DEFINITIONS/TYPES OF LADDERS

Types of Ladders

There are two types of ladders:

* Non-self-supporting ladders include
  + Portable ladders that are not fixed in place and include step ladders.
  + An extension ladder. It has two or more sections that can be locked together, allowing length adjustments.
* Self-supporting ladders include
  + A platform ladder.
  + A step ladder that is generally not adjustable in height.
  + A mobile ladder stand or platform.
  + A fixed ladder is a ladder that is fixed to a structure in a vertical position or at an angle that is between vertical and 25° to the vertical.

POLICY

<Organization Name> will uphold all requirements set out in the Saskatchewan Occupational Health and Safety Act and Regulationsand will ensure all employees and managers are provided with information and safety protocols for the safe usage of ladders in the workplace.

Employer Responsibilities

* All employees who work with ladders will receive training on their safe use prior to working with ladders.
* <Organization Name> will ensure that employees are aware of the ladder manufacturer's information and instructions, as well as any workplace practices for ladder use.
* <Organization Name> will ensure that all portable ladders are secured against accidental movement during use.
* <Organization Name> will ensure that all portable ladders extend at least 1 metre above any platform, roof or other landing to which the ladder is used as a means of access.
* Building Blocks Child Development Centre Inc ensure that a stepladder:
* Is not more than 6 metres high when set for use;
* Has legs that are securely held in position by means of metal braces or an
* equivalent rigid support; and
* When in use, it has a front section slope at an angle of 1 horizontal to 6 vertical.
* <Organization Name> will ensure that a metal or wire-bound portable ladder is not used where the ladder or a worker handling or using the ladder may come into contact with an exposed energized electrical conductor.
* All portable ladders must be equipped with non-slip feet.
* <Organization Name> will ensure that all extension ladders are equipped with locks that securely hold the sections of the ladder in the extended position.
* If a section of an extension ladder is extended, the section that is extended must overlap another section for at least 1 metre
* An extension ladder consisting of 2 sections does not exceed 14.6 metres in length and an extension ladder consisting of more than 2 sections does not exceed 20 metres in length.
* <Organization Name> shall ensure that no single portable ladder and no section of an extension ladder exceeds 9 metres in length.
* <Organization Name> will ensure that all ladders utilised in the workplace meet OHS regulations in their sizing, rung measurements, platform requirements, and material.
* <Organization Name> will ensure that all fixed ladders that are more than 6 metres high are equipped with platforms at intervals of not more than 6 metres or are equipped with a personal fall arrest system that meets the OHS requirements
* <Organization Name>will ensure that wooden ladders are never painted. However, wooden ladders may be preserved with a transparent protective coating.

Employee Responsibilities

* A worker must ensure that:
* A portable ladder is secured against movement and placed on a base that is stable;
* The ladder is placed against a structure so that the slope of the ladder is 1 horizontal to 4 vertical;
* The worker does not extend any part of the worker’s body except for the worker’s arms beyond the side rails of the ladder;
* The worker must maintain a three-point stance on the ladder at all times.
* A worker must not perform work from either of the top 2 rungs, steps or cleats of a portable ladder unless the manufacturer’s specifications allow the worker to do so.
* Employees must ensure that they follow all ladder safety protocol and rules prior to and during the usage of a ladder of any type.
* Employees must ensure that where personal protective equipment is required, they are wearing it properly and at all times.
* Workers must ensure that fixed ladders securely held in place at the top and bottom and at any intermediate points that are necessary to prevent sway;
* Employees must ensure that they do not utilise a non-fixed ladder without another person there to secure it.

General Guidelines and Procedures

DOs:

* Choose the correct ladder for the task
* 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.
* Always maintain a 3-point contact on 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.

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 of thumb is to keep your belt buckle in 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 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.

When accessing upper levels from a ladder

* The top of the ladder must be securely fastened by hooking the ladder over the ridge of the roof or by another equally effective means.
* Before accessing the roof or upper level, make sure the ladder is tied down or secured to avoid movement, slipping, or shifting.
* When getting off and on the ladder, make sure the ladder does not move.

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 belt buckle within the outer edges of side rails when reaching sideways, this will ensure you do not overreach
  + Avoid leaning backward while moving objects
  + Avoid going on toes when reaching above
* When you are standing on the ladder, keep both feet on the ladder.
* Lifting and moving of materials should only be done when allowed by manufacturer’s instructions and when safe to do so.
* Ensure the maximum weight you are carrying with one hand is comfortable and manageable for you.

When using step, platform, and trestle ladders

* When climbing up and down, face the ladder, use both hands, and maintain three-point contact. That means having two hands and one foot OR using two feet and one hand in contact with the ladder.
* When on the ladder
  + Keep hands above knee level when reaching down to grab objects
  + Keep belt buckle within the outer edges of side rails when reaching sideways.
  + Avoid leaning backward while moving objects
  + Avoid going on 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
* Lifting and moving of materials should only be done when allowed by manufacturer’s instructions and when safe to do so.
* The maximum weight to be lifted with one hand may range depending on your capabilities.
* The maximum weight to be lifted with two hands below shoulder height may range depending on your capabilities.

When using mobile stand and platform ladders

* When climbing up and down, use handrails, and face the proper direction according to the manufacturer.
* Only carry objects if allowable as outlined by the manufacturer ensuring that it does not impair your ability to:
  + climb or descend,
  + maintain balance and field of view.
* When on the ladder:
  + Keep hands above knee level when reaching down to grab objects
  + Keep your belt buckle within the centre of the ladder when reaching sideways. Remember that your belt buckle must stay within the outer edges of side rails to ensure you maintain balance and do not overreach
  + Avoid leaning backwards while moving objects
  + Avoid going on toes when reaching above to place an object
  + Keep both feet on the ladder
* Lifting and moving of materials should only be done when allowed by manufacturers instructions and safe to do so.
* When working on mobile ladder stands, you must be readily able to achieve three points of contact with the ladder at any time.
* When using a mobile ladder stand or platform.
  + Do not overreach
  + Avoid forceful or pushing/pulling movements where there is the potential for an unexpected reaction

When setting up extension ladders

* Lay the ladder on the ground close to the area of use.
* Brace ladder with the object or another person’s feet.
* While grabbing the top of the ladder, raise the ladder over your head walking toward the base of the ladder.

When using an extension and single ladders which includes 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 side rails when reaching sideways.
  + Avoid leaning backward while moving objects.
  + Avoid going on 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
* When working on the ladder use only one hand to receive, lift, move items while maintaining three-point contact (two feet and one hand in contact with the ladder)

Factors to Consider in Selecting the Appropriate Ladder

When selecting the right ladder, <Organization Name>and employee must consider:

* The task and location of the work to be done
* Worker factors including an individual's size and weight
* Weight of tools and equipment
* Forces and loads applied when working on the ladder
* Ladder designed use and load/weight rating

In working near electrical wires or equipment, workers must use ladders that are made of a non-conductive material.