

Policy

Policy Title: Ladders	Document No: 10196
Department: Safety	Revision No. 02
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1. Purpose

To outline policies and guidelines associated with ladder usage.

2. Scope

2.1. This policy applies to all departments within the Conviron business.

3. References

3.1. Manitoba Workplace Health and Safety Regulations

3.2. Occupational Safety and Health Association

3.3. Conviron General Workplace Safety Requirements policy

3.4. Conviron Elevated Work policy

3.5. Conviron Fall Protection policy

4. Definition

5. Policy

- 5.1. Prior to starting your work, determine if using a ladder is the best and safest choice to accomplish the task. Remember that ladders are for short duration work only. This means that if you are going to be on the ladder for greater than 10 minutes you should explore alternative options, such as a scaffold, for doing the work. Sometimes the use of a scaffold is impossible given the work area set-up so if a ladder is your only alternative, you should come down off the ladder on a regular basis for a one-minute rest period and then resume your work.
- 5.2. Falls from ladders continue to be one of the most serious accident causes in the industry so please follow all the requirements below and refer to the regulations on ladders for any additional requirements or concerns you may have. Never work with a defective ladder or if you are unsure of the assigned work. Never use a chair or box in place of a ladder.
- 5.3. Make sure the area is clear of debris, equipment and other obstructions, both at the top and bottom of the ladder. Set up and secure the ladder as described in this section prior to beginning your work. If you are using an extension ladder or any ladder higher than 10 feet, have someone hold the ladder in place until you have secured or tied off the ladder for use. If you are working on a ladder at 10 feet or above, you will need to use a fall arrest system secured to a lifeline, secured to an anchor point for the duration of your work at this height.
- 5.4. Ensure that all commercially manufactured portable ladders comply with the applicable requirements of the following standards:
 - 5.4.1. CSA Standard CAN3-Z11-M81 (R2005), *Portable Ladders*,
 - 5.4.2. ANSI Standard A14.1-2000, American National Standard for Ladders - Wood - Safety Requirements,
 - 5.4.3. ANSI Standard A14.2-2000, American National Standard for Ladders - Portable Metal - Safety Requirements,
 - 5.4.4. ANSI Standard A14.5-2000, American National Standard for Ladders - Portable Reinforced Plastic - Safety Requirements; and
- 5.5. You should inspect your ladder each day prior to use to ensure that it is in good condition. Check for cracks in the rungs or side rails or any other visible defects. Repair or replace any defective ladders. NEVER work on defective ladders. Do not paint ladders, as this tends to hide any possible defects.

- 5.6. When transporting ladders, make sure that they are secured properly, either in or on your vehicle. This will prevent them from falling off your vehicle, which can endanger other traffic and/or persons
- 5.7. Ladders must be used in accordance with the manufacturer's recommendations for safe use and load limitations. Ensure that a ladder is rated with the load capacity associated with the task.
- 5.8. Ladders shall be placed on a firm and solid base or footing and are to be set at an angle or ratio of 4:1 so that the base of the ladder is one foot away from the wall for every 4 feet in height. (Example – a 40 foot ladder should be 10 feet away from the wall at the base.)
- 5.9. Ladders used as a regular means of access must extend 39 inches (1meter) above the landing or floor, have a 6 inch minimum clearance behind every rung, be situated so that the landing areas at the top and bottom of the ladder are completely clear of all obstructions and be secured (tied off) at the top to prevent any movement in the ladder.
- 5.10. Stepladder use requires that the legs be fully extended and the spreader bar locked into place. These ladders should be used for short duration work only as they are not designed for long-term use and are not classified as a working platform. Never stand on the top step of the stepladder or the pail shelf. As noted above, make sure the ladder is on a firm and level footing and that the base of the ladder is free from all obstructions.
- 5.11. Workers must not perform work on the top two steps of a portable step ladder unless that manufacturer's specification for the ladder permits it.
- 5.12. Workers must not perform work on the top three rungs of an extension ladder unless that manufacturer's specification for the ladder permits it.
- 5.13. Be sure that any ladder found to be defective, should be tagged and placed out of service.
- 5.14. Three points of contact must be maintained while climbing ladders at all times.
- 5.15. Training is to be provided to all workers prior to their using a ladder.

6. Revision History

Revision Number	Notes
00	New Procedure
01	Not defined
02	5.16 Added ladder training requirement. 5.8 Added ladders to be secured against movement. 5.12 and 5.13 Added limits on use of ladder rungs and steps. 5.16 Added 3 points of contact requirement. 5.10 Added 1 meter length above elevated surface.

7. Attachments

N/A