**Safe Work Practice**

**TASK - STEP LADDER SAFETY**

****** *This task may only be performed by trained and authorized personnel.*

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| **Hazard Present:**   * overhead electrical hazards * Falling objects * Musculoskeletal Injury * Slips, trip, falls * Working from heights | **Personal Protective Equipment**  **(PPE)**  **or Devices Required:**   * protective gloves * CSA approved footwear * protective headwear * fall protection equipment if over 3 meters | **Additional Training**  **Requirements:**   * ladder inspection |

**DANGER: Failure to follow this Safe Work Practice may result in SERIOUS INJURY or DEATH.**



***NOTE:*  *All procedures obtained from mySafetyAssistant™, operator manuals or other samples must have the consultation of workers and be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!***

***NOTE*: Workers must be trained in a way that demonstrates they are competent. JUST READING a SWP is NOT training. Workers must demonstrate they can safely perform task and trainer/supervisor must follow up regularly to ensure workers are performing task in a safe manner. Document each occurrence in the employee’s training record.**

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| **DID YOU KNOW?**  - The majority of fatalities from falls happen at a height of six feet or less.  - The average number of days lost due to injury resulting from a fall from a ladder is 59 days.  Source – WCB, BC   * + Inspect your ladder for defects prior to use – defects include, but are not limited to: * broken or missing rungs * cracks, checks or bends in the rails * defective braces * worn or broken feet   + Defective ladders must be tagged out so another person does not use it and reported to your supervisor.   + Step ladders are to be used only on clean and even surfaces.   + DO NOT overreach while on the ladder. Climb down and move the ladder over to a new position.   + DO NOT “walk or shift” ladder while standing on it.   + DO NOT straddle on both sides of the step ladder.   + DO NOT sit on top of step ladder   + DO NOT climb up the backside of a step ladder. The bracing is not designed to support a load.   + Maintain 3 points of contact when ascending or descending a step ladder.   + Select the appropriate size step ladder to perform task.   + Use step ladders for short duration work (max 20 minutes). If work is expected to last longer, use appropriate equipment (scissor lift, rolling scaffold, aerial lift).   + Check the grade (ie 1, 2 or 3) to unsure it is appropriate for use     - Do not stand on top stepGrade 1 – Construction and Industrial (heavy load rating, 250lbs)     - Grade 2 – Tradesman and Farm (medium load rating, 225lbs)     - Grade 3 – Household (light load rating, 200lbs) * DO NOT use metal/aluminum ladders when performing electrical work. * Maximum height of step ladders when set cannot exceed 6 metres * Face ladder when climbing up or down.   + DO NOT overload ladder. Check maximum working load on marking/sticker.   + Use step ladders in the fully opened position with the spreader bars locked.   + DO NOT use tops of step ladders as a support for scaffolds.   + Use only CSA / ANSI approved ladders.   + Workers are prohibited from: * working from the top two steps of a step ladder unless the ladder is designed for it or it is equipped with a railed platform * using metal ladders near any exposed energized electrical circuits or equipment * using a ladder on a scaffold or other elevated surface * having more than one person on a ladder at a time * using homemade ladders * using a step ladder as a straight ladder |

***NOTICE:* Report all hazardous situations to your supervisor without delay!**

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| **Guidance Documents / Standards/ Applicable Legislation /Other:**  **Guidance Documents**:   * Operator’s Manual   **CSA Standards**   * CSA CAN3-Z11-M81 (R2011) Portable Ladders * ANSI Standard A14.1-2000, American National Standard for Ladders — Wood — Safety Requirements, * ANSI Standard A14.2-2000, American National Standard for Ladders — Portable Metal — Safety Requirements, * ANSI Standard A14.5-2000, American National Standard for Ladders — Portable Reinforced Plastic — Safety Requirements; and   **Manitoba Workplace Safety and Health Regulation, MR 217/2006 as amended:**   * Part 2.1 Safe Work Procedures * Part 6.1 Personal Protective Equipment * Part 8 Musculoskeletal Injuries * Part 13.11-19 Portable Ladders * Part 14.6-23 Fall Protection | **This Safe Work Practice will be reviewed any time the task, equipment, or materials change and at a minimum every three years.**   |  | | --- | | Completed / Approved By: | |  | | Date Completed: | |  | | SWP Last Reviewed / Revised by and date: | |  | |

This Safe Work Practice has had the consultation of the following workers:

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