**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
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**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
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***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.**

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| Completed / Approved By: |
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| Date Completed: |
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| SWP Last Reviewed / Revised by and date: |
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This Safe Work Practice has had the consultation of the following workers:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

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