











Date Revised:	May 2019	Overall Task Risk Rating: C
Description:	Activities requiring the use of a ladder (i.e. a step ladder, an extension ladder, access ladder) i.e. to reach high components of machinery; to enter a trench, to climb onto vehicles, equipment and associated attachments; etc....	
Location(s):	Shop, Asphalt Plant & Construction Projects	
Associated Documents: Manual Material Handling WTS, Hazardous Agents WTS, Working at Heights WTS		

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- If your hands are full and you cannot maintain 3 points of contact, do not commence with the task of climbing a ladder
- Do not commence task if the ladder to be used is broken, bent or missing any components and therefore not fit for use

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: No specific PPE required.

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)

SAFE WORK PRACTICES (SWP)

General Ladder Safe Work Practices:

- Ladders should be set up on a firm level surface
- Ladders should not be erected on boxes, carts, tables, scaffold platforms, elevating work platforms or on vehicles. Ladders should not be used horizontally as substitutes for scaffolding planks, runways or other service for which they have not been designed
- Secure the ladder to prevent lateral movement
- Do not overreach from a ladder; move the ladder as required
- Use proper equipment for the job - do not use boxes, chairs, shelves, etc. in place of a ladder or appropriate step
- Ensure the proper ladder is used and that it fits the purposes/job intended. For construction and industrial projects, use a ladder with CSA Code Grade 1 ANSI Code Type 1
- Do not straddle the space between a ladder and another object
- Do not use a ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. If necessary to be in a doorway, or driveway, set up suitable barricades or lock the doors shut
- As it is difficult to maintain 3 points of contact while effectively completing work – working off a ladder should be a last resort

3-points of contact:

- Always maintain three-point contact both ascending and descending a ladder (e.g. two feet and one hand or one foot and two hands)
- Always face the ladder
- Never carry items in either hand when ascending or descending a ladder - hoist materials separately or carry tools attached to your belt

Environmental Considerations:

- Ensure puddles / sitting water due to rain or flooding is dealt with
- Ladders should be set up on a firm level surface. If the base rests on soft un-compacted or rough soil, a level firm surface must be created or a mud sill must be used

- Do not use ladders on ice

Step Ladders:

- Never stand on the top two rungs of the stepladder (do not stand on the top cap, top step or pail shelf of a step-ladder)
- Keep your centre of gravity (typically around the height of your belt buckle) below the top of the stepladder
- Ensure that the legs of the stepladder are fully spread apart and the locking arms are set to prevent the ladder from becoming unstable during use

Extension Ladders:

- Always stand ladders on a solid base and use the 3:1 – 4:1 ratio (3 - 4 up to 1 out)
- Ensure ladders are of proper length (extending 3 feet beyond the landing)
- Landing areas at both ends of the ladder must be clear of debris and materials

Inspections:

- Always visually inspected ladders prior to use to ensure it is in adequate condition – never use defective ladders
- Check rungs, rails, feet, etc. prior to each use
- Ladders with weakened, broken, bent or missing steps; broken or bent side rails; broken, damaged or missing non-slip bases; or otherwise defective must be taken out of use and reported to the Foreman / Superintendent

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM
		A High risk of injury or equipment / property damage. B Medium risk of injury or equipment / property damage. C Low risk of injury or equipment / property damage.
TASK HAZARDS	TASK CONTROLS	RATING
<ul style="list-style-type: none"> Improper Ladder or Equipment Selection 	<ul style="list-style-type: none"> Do not use boxes, chairs, shelves, etc. in place of a ladder or appropriate step Ensure the proper ladder is used and that it fits the purpose / job intended 	C
<ul style="list-style-type: none"> Improper Ladder Use, Falls 	<ul style="list-style-type: none"> Do not overreach from a ladder; move the ladder as required Never carry items in either hand when ascending or descending a ladder Always face the ladder and maintain three-point contact Implement Working at Heights WTS if workers are exposed to fall hazards while using ladders Do not stand on the top step or the pail-shelf of a step-ladder 	C
<ul style="list-style-type: none"> Lack of Inspection 	<ul style="list-style-type: none"> Never use defective ladders - check rungs, rails, feet, etc. prior to each use Damaged equipment must be taken out of use and reported to the Foreman / Superintendent 	C
<ul style="list-style-type: none"> Improper Ladder Setup 	<ul style="list-style-type: none"> Secure the ladder to prevent lateral movement Ensure ladders are setup on firm and level surface Extension Ladders are to be situated so it adheres to the 3:1 – 4:1 ratio and that they extend 3 feet beyond the landing 	C
<ul style="list-style-type: none"> Improper Ladder Selection 	<ul style="list-style-type: none"> Do not use ladders capable of conducting electricity around energized electrical devices 	C