# << Farm Name >> LADDER USE POLICY

**Purpose:**

To ensures the health and safety of workers at the work site who work with ladders in compliance with Part 13 of the Occupational Health and Safety General Regulations.

**Policy:**

<< Farm Name >> requires all workers to take steps to ensure portable and orchard ladders are secured against movement and placed on a stable base. This means that while using portable and orchard ladders, workers will ensure it is placed on a firm footing and secured in such a manner that it cannot be dislodged from its position. Portable ladders placed against the top support must have at least a 4:1 incline. Every portable ladder providing access to another level needs to extend at least three rungs above the higher level. Workers shall not work from the top 2 rungs of a portable stepladder, or the top 3 rungs of a portable extension ladder.

Portable ladders must meet CSA Standard CAN3-Z11-M81.

Wooden ladders will not be painted as it will prevent a worker from seeing the condition of the ladder. Only a transparent non-conductive protective coating will be used to preserve the wooden ladder.

Non-conductive ladders are required when working on or near energized electrical equipment.

Portable and orchard ladders are to be inspected on an annual basis and documented on the appropriate Ladder Inspection Form.

Orchard ladders should only be used in the orchard for pruning and harvesting operations and not used on firm or smooth ground. The top of the orchard ladder is not a step and should not be used and only one person is permitted to be working on an orchard ladder at a time.

**Responsibilities:**

1. << Farm Name >> may allocate funds each year to ensure employees have portable ladders in accordance with manufactures specifications and comply with all applicable legislation.
2. The farm owner shall informally inspect ladders during the worksite inspection.
3. The Farm owner shall train workers on the use of general and orchard ladders.
4. Workers shall visually inspect ladders before each use.
5. Workers shall conduct a thorough inspection of portable ladders on an annual basis.
6. Workers shall dispose of defective ladders once identified.
7. Workers shall secure ladders from movement before use.

**Violations:**

Any worker violating this policy may be subject to the appropriate disciplinary action.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* The safety information in this policy is to be used in conjunction with all applicable Federal and Provincial Legislation.