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| Revision #:Written by: | Date: Month DD, YYYYApproved by: |

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| **Related Documents:**  |  |
| **When to use this SWP:** | There are many types of ladders for different functions; use the ladder for its intended purpose only. Ladders are generally used to traverse work at heights or to access a work area at height. |
| **Hazards & Risks:** | * Falls
* Damaged Ladders
* Uneven ground.
* Incorrect Ladder for the task.
* Contact with electricity
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| **Personal Protective Equipment:** | * CSA/ANSI approved protective foot wear, safety glasses, hardhat, and gloves.
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| **Training Requirements:** | * Use of basic PPE
* Ladder owner’s manual.
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| **Communication Process:** | Document the ladder inspection on a ladder inspection checklist. Have another person available while working on a ladder or using the ladder as a transition to another work surface. |
| **Equipment & Supplies:** | * First Aid Kit
* Fire Extinguisher
* Cell Phone or Two-way radio
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| * Portable ladders meet CSA standard Z11 as per NS OHS General Regulations.
* Portable ladders withstand 4 times the maximum load and have a Grade 3 duty rating.
* No work is to be done from the top two (2) rungs / steps of a ladder.
* Always face the ladder when going up or down.
* All ladders shall be visually inspected prior to performing a task.
* Use three points of contact when climbing a ladder.
* Use ladder on flat even surfaces only.
* When setting up the ladder, secure the base and walk ladder into position.
* Keep all ladders away from overhead power lines or electrical sources.
* Never over reach while working on a ladder. If required, climb down and re-set the ladder.
* Only one person at a time shall climb a ladder.
* Hands are to be kept free for climbing, tools or materials that cannot be carried safely in a toolbelt must be raised or lowered by rope or handed by another worker.
* Conduct a thorough inspection of the ladder regularly and document it on the ladder inspection checklist.
* Ensure the ladder, tools, and materials are removed and stored appropriately upon completion of the job / task. Do not store them on the ladder.
* Extension ladders must extend 3 rungs past the top of the surface the ladder is leaning up against.
* Wooden ladders shall not be painted.
* Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas such as powerlines and electrical panels.
* Ensure extension ladders are tied off and set at the proper angle. Use a 4:1 ratio for extension ladders.
* Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms, equipment buckets, or on vehicles.
* A ladder shall not be placed against an unsafe support.
* Ensure fixed ladders & their guards are free of corrosion, loose or worn steps/rungs & side rails.
* Check footwear soles and rungs are clear of mud, snow, ice, water, and grease before climbing.
* Wear footwear with a slight heal to ensure more grip on the rung when climbing.
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| **Emergency Procedures:** | In case of emergency, contact 911 and your supervisor immediately. Remove yourself from harm’s way and ensure no one else is at risk.  |

Reference:

Part 13 – Premises and Building Safety, Construction and Demolition – NS OHS General Regulations