



1.0 PURPOSE & SCOPE

- 1) To ensure that all employees and contractors are protected from accidental falls while using portable ladders.
- 2) These minimum requirements are intended for all employees and contractors at Castool.

2.0 Responsibility

- 1) Safe ladder usage is the responsibility of each employee. This includes selection, inspection and correct use, as well as reporting unsafe conditions to a supervisor.
- 2) Supervision is responsible to ensure their employees are provided safe, serviceable, and appropriate type of ladders, and the necessary training to use them correctly.

3.0 Hazards

The hazards associated with ladders include:

- 1) Falls from ladders.
- 2) Struck by falling ladders.
- 3) Struck by materials or tools falling from ladders.
- 4) Tripping over ladders (erect or lying on the floor).
- 5) Lifting heavy ladders.
- 6) Striking persons or objects when carrying ladders.
- 7) Contact with electrical equipment.

4.0 Use

- 1) Never use a ladder unless you have been trained.
- 2) Always use three points of contact when using ladders (e.g.: two feet and one hand in contact with the ladder).
- 3) Portable ladders are to be used by only one person at a time, unless specifically designed otherwise.
- 4) Protect the base of ladders in high traffic areas, either close the area off with barricades or have a second person guard the ladder base.
- 5) Make sure the ladder treads are clear of mud and debris before using.

5.0 Never

- 1) Carry awkward loads while using a ladder.
- 2) Place tools or supplies on the steps of the ladders if they could fall. Many injuries are caused by falling objects.
- 3) Paint a ladder. Paint conceals defects.
- 4) Reach far out from or turn excessively while on a ladder. These actions risk destabilizing the ladder.
- 5) Lean a ladder on windows, unsecured surfaces, or other unstable support. Your support point must be as stable as your base.



- 6) Use a defective ladder. Put a do not use tag on and report the problem to your supervisor immediately.
- 7) Go higher than nine feet without fall arrest equipment.
- 8) Carry a ladder with your head between the rungs, a slip and you will break your neck.

6.0 Always

- 1) Get help when moving heavy or long ladders.
- 2) Make sure that your shoes are clean and free of debris. If they are muddy or wet you could slip.
- 3) Put the ladder up correctly. When you set up the ladder, count the number of rungs to the point the ladder touches the wall. The bottom should be one rungs length out from the wall for every four rungs up the wall.
- 4) Secure the top of the ladder, as needed.
- 5) Face the ladder when ascending or descending.
- 6) Only one person on the ladder at any time.
- 7) Never stand any higher than on the third rung from the top of the ladder.
- 8) Keep metal ladders away from live electrical circuits.
- 9) Use fall arrest equipment if you will be higher than nine feet.
- 10) Use ropes to haul heavy items up once you have reached your working height or position.

7.0 Inspection

- 1) The safety of ladders must be assessed by the user prior to each use. Only ladders in good condition are to be used.
- 2) Comprehensive inspections are to be performed semi annually by the joint health and safety committee to ensure the ladder is fit for use. The attached ladder inspection check list is to be used for this purpose.

8.0 Training

- a) Each employee that uses the ladders must receive initial training on the provisions of this policy prior to working with ladders.
- b) Training will include the following:
 - 1) A summary of the requirements of this policy and general equipment safety.
 - 2) Orientation to the ladders that are available to an individual for tasks required for their job.
 - 3) Physical hazards associated with ladder use in the workplace.
 - 4) Proper use and safety procedures to protect against accidents, including placement and orientation of ladders.
 - 5) The use of fall arrest equipment.
 - 6) Inspection procedures and record keeping.
- c) All the ladders are stored in one area and will be security locked. Keys will be kept in the Supervisors office lock box, and will only be available through the Supervisor. Designated trained individuals will also carry a key; a list of these people will be posted.
- d) Training of temporary or contracted employees is the responsibility of the Supervisor.