

| SAFE WORK PRACTICE | |
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| Section: | HEALTH & SAFETY MANAGEMENT SYSTEM |
| Subject: | SWP # 038 STEP LADDER |

PURPOSE

To establish a safe work practice when accessing heights with a step ladder

GENERAL

This practice applies to all employees and subcontractors working at THE COMPANY's designated sites.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat

POTENTIAL HAZARDS

- tipping ladder over (uneven driving surface)
- inadequate operator training / improper setup
- falling
- contacting with other structures, equipment or power source
- electrocution
- other workers in area (workers & pedestrians)
- poor lighting
- poor maintenance or daily checks
- poor housekeeping
- damaged equipment
- injuries to yourself or to others as a result from falling tools or materials
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- ergonomics regarding height and repetitive motion
- musculoskeletal injuries

RESPONSIBILITY

SUPERVISOR

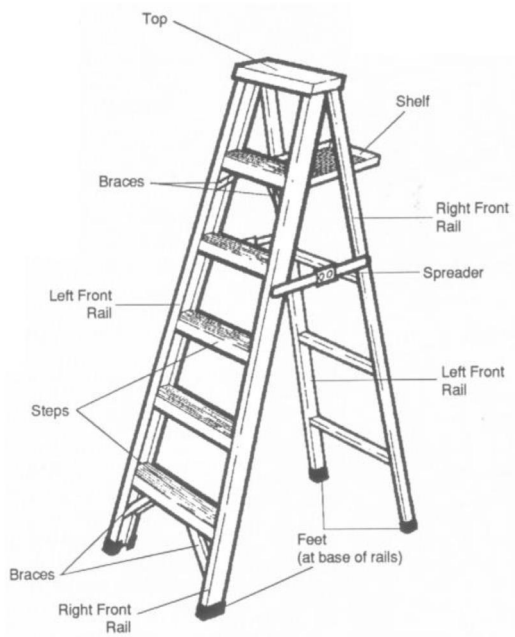
Supervisors are responsible to facilitate and/or provide proper instruction and training to their workers on proper use, care and maintenance of ladders.

WORKER

As with all ladders, make sure that the step ladder is in good condition and is the right ladder for the job to be done:

- All ladders shall be inspected prior to performing a task.

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- All step ladders shall be equipped with non-slip feet.
 - A ladder shall not be placed against an unsafe support. Ensure that all ladder feet are on a firm, level and non-slippery surface and check stability.
 - Stepladders must have legs that are securely held in position by means of metal braces or an equivalent rigid support.
 - A metal or wire-bound step ladder is not used where the ladder or a worker handling or using the ladder may come into contact with an exposed energized electrical conductor.
 - Always maintain three-point contact and face the ladder when climbing up or down. Three point contact means making contact with the ladder with two hands and one foot, or two feet and one hand, at all times during the ascending or descending.
 - Keep your body centered between the rails of the ladder and never over reach to the side or attempt to reach too high.
 - Do not carry tools or materials in your hands when climbing.
 - No work is to be done from either of the top two rungs or steps of the step ladder unless the ladder is a step ladder that has an approved platform equipped with a suitable handrail.
The top connection point or plate is not a rung or a step and should not be considered when counting rungs or steps on a step ladder. The last available rung or step that a worker may access is the third rung or step from the top of a step ladder.
 - Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or vehicles.
 - A stepladder must not be more than six metres high when set for use.
 - When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
 - The step ladder is only to be used in the fully opened position with the spreader bars locked. Workers will not lean a step ladder against a supporting structure.
 - Step ladders shall be secured from accidental movement in any direction i.e. up, down, sliding left or right. On soft ground where one leg may sink farther into the ground than the others a sill plate must be used.
 - Unless suitable barricades have been erected or other adequate protection provided, ladders shall not be set up in passageways, doorways, driveways, or other locations where they can be struck or bumped by persons, materials, equipment or vehicles.
 - Wooden ladders shall not be painted but shall be finished with a clear, non-conducting wood preservative.
 - Defective ladders shall not be used; they should be placed out of service and red tagged.
 - Only CSA Standard ladders will be used.
 - Ladders shall not be used horizontally.
 - Workers on a ladder shall not straddle the space between a ladder and another object.
 - When climbing up or down, workers shall always face the ladder. Keep your body centered between side rails. You have climbed too high if you cannot maintain a handhold on the ladder.
 - Do not overreach-climb down and move the ladder over to a new position.
 - Avoid pushing or pulling step ladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
 - Do not shift or walk on a step ladder when standing on it.
 - Do not overload a step ladder; there is a load rating on the side of the ladder that states its load limits. It is a combination of the weight of the worker on the ladder and any tools or equipment that is attached to the worker; they are meant for one worker at a time.
 - CSA approved Fall Arrest System shall be worn when a worker is exposed to a fall of greater than 3M (10ft) while working on an extension ladder.



SAMPLE PIA

SAFETY REGULATIONS 2015