

SAFE WORK PRACTICES

3.8 SAFE USE OF LADDERS

Safe Work Practices:

1. Ensure workers using equipment have reviewed manual or been instructed on proper use.
2. Ensure all equipment is inspected and maintained regularly according to manufacture's guidelines.
3. Never use a damaged ladder or make temporary repairs.
4. Inspect for loose fasteners and ensure all working parts are in good working condition.
5. Ensure ladders are kept clean of any debris, such as snow, wet paint, grease, oil, etc.
6. Keep ladder away from electrical circuits/wires.
7. Do not use in high wind or storm conditions.
8. Consult manufacturer for use in chemical or other corrosive environments.
9. Ladders are designed for one person only. Do not overload.
10. Do not use ladders on scaffolding.
11. If using a 20' ladder, two people are required to operate safely. When holding a ladder, wear shoes when securing to prevent ladder kick out.
12. The worker must maintain 3 points of contact whenever the worker extends an arm beyond the side rail.

Procedures:

1. Use help in setting up ladder, if possible.
2. Make sure ladder is fully open and spreaders locked.
3. Ensure ladder is on a level surface and not on a wet or slippery surface.
4. Never leave ladder set up and unattended.
5. Do not place ladder in front of unlocked doors and ensure access is not obstructed.
6. Ensure the ladder is set up with the bottom out $\frac{1}{4}$ of the height of the ladder.
7. Secure ladder from movement where possible (eg. anchor 2x4 to avoid slippage).
8. Face ladder and only climb on the front side, not the back/brace side.
9. Climb the ladder using both hands and your body centered on the steps.
10. Do not climb, stand, or sit above second step from top of ladder.
11. Avoid pushing or pulling off to side of ladder.
12. Hang ladder on racks for storage.
13. Secure ladder in transit.

Note: If ladder is damaged, tag it, report it to your DVS Supervisor and it will be removed from service until repaired or destroyed. Proper ladder ratio is 4 to 1 (for every 4' up, ladder should be 1' out).