

PURPOSE

To provide guidance in safe ladder use. This safe work practice applies to all Canadian Plains Energy Services (CPES) employees and contractors.

RESPONSIBILITIES

Supervisor

- Ensure appropriate ladder(s) are available and in good condition
- Ensure ladders are used properly

Worker

- Inspect ladders before using them
- Follow manufacturer’s specifications

PPE

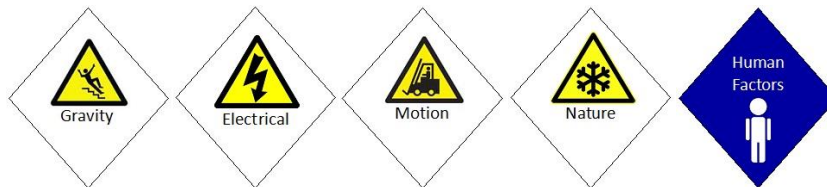
- CPES minimum requirements
- Fall Protection as required

TRAINING

- Fall protection training as required

HAZARDS & CONCERNS

- Personal injury
- Gravity
- Traffic
- Property damage
- Weather (wind/rain/snow)
- Electrical Sources
- Ground and surface condition



Note: Verify client/site ladder use requirements (e.g. some do not permit work to be performed from ladders).

GENERAL LADDER PRECAUTIONS

THE DO’s

- **DO** HIAC your work task
- **DO** Assess whether fall protection/rescue plan (CF-S-28) is required
- **DO** Consider if there is a better tool for working at heights. (e.g. scaffolding, elevated work platform)
- **DO** Follow manufacturer’s recommendations
- **DO** Choose the appropriate CSA-approved ladder for the task
- **DO** Use a fiberglass, or other non-conductive material, ladder when working near electricity or energized equipment
- **DO** Inspect ladders before use:
 1. Check rungs, legs, cross braces, and feet for damage
 2. Moveable parts must operate freely
 3. Hardware and fittings must be securely attached
 4. Rungs and steps must be free of grease or oil
 5. Ladder must be free of corrosion, rust, oxidization, and excessive wear, especially on treads

6. Read labels for more specific guidance

- **DO** Maintain three-point contact and always face the ladder when climbing or performing work
- **DO** Climb down and move ladder instead of overreaching
- **DO** Keep your body centered between the rails of the ladder
- **DO** Keep footwear clean, and the rungs free of mud, snow or grease

THE DON'Ts

- **DO NOT** Use a ladder that is visibly damaged, twisted or bowed
Tag out of service and notify your supervisor
- **DO NOT** Place a ladder in front of doors opening toward the ladder except when the door is locked or blocked from opening
- **DO NOT** Use ladders in a horizontal position as a platform or scaffold
- **DO NOT** Place a ladder on top of another object such as a box to gain additional height
- **DO NOT** Step from one ladder to another; instead climb down to the ground then up the other ladder
- **DO NOT** Allow more than one person on a ladder at a time
- **DO NOT** Carry heavy, bulky or hazardous objects while climbing up or down a ladder
- **DO NOT** Use a ladder to support a platform
- **DO NOT** Paint a wooden ladder or use a wooden ladder that has been painted
- **DO NOT** Use ladders around windows, stairwells or unprotected edges

STEP LADDERS:

THE DO's

- **DO** Ensure ladder is placed on a stable base
- **DO** Ensure that each foot is in contact with the ground
- **DO** Ensure the leg spreaders are fully extended prior to use
- **DO** Secure ladder or hold in place
- **DO** Tie off the step ladder and/or hold it in position if the step ladder is over ten feet (3m)

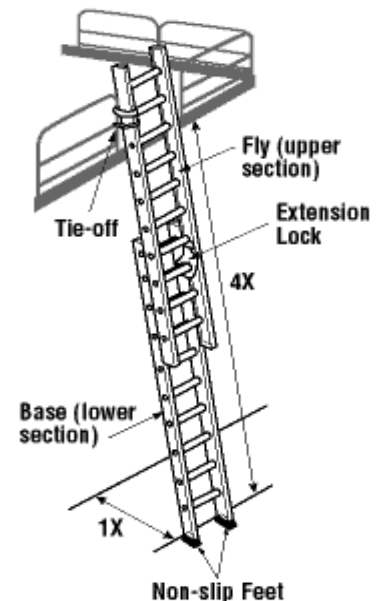
THE DON'Ts

- **DO NOT** Use a stepladder as a straight ladder – always open the legs
- **DO NOT** Use a step ladder at heights exceeding six meters

EXTENSION LADDERS:

THE DO's

- **DO** Ensure extension ladders are equipped with locks that securely hold sections of the ladder in the extended position
- **DO** Erect extension ladders so that the bottom section "faces" the supporting surface (See figure at right)
- **DO** Raise and lower ladders from the ground. Ensure that locking ladder hooks are secure before climbing
- **DO** Maintain the minimum overlap of sections as shown on a ladder label (typically four rung overlap between sections, refer to manufacturer's specifications)



- **DO** Set up ladder at a 4:1 ratio (i.e. for every 4 ft the ladder rises, the ladder base must be out 1 ft)
- **DO** Ensure that the side rails of a portable ladder extend at least one meter or four rungs above a platform, landing, or parapet if the ladder is used to access the platform
- **DO** Tie off extension ladders. If there is no structure to tie off to, use a stake in the ground

THE DON'Ts

- **DO NOT** Place ladder against movable objects
- **DO NOT** Step on the top 4 rungs of an extension ladder
- **DO NOT** Separate sections to use individually; ladder is built as one unit, leave it as one unit
- **DO NOT** remove tie-offs until ladder is ready to be taken down
- **DO NOT** Extend ladder on ground and attempt to raise, see below for safer practice

PROPER EXTENSION LADDER SET-UP & TAKE DOWN:

When setting up an extension ladder, use the following method to avoid straining muscles or losing control of a ladder. With ladders weighing more than 25 kg (55 lb), or where conditions complicate the task, have two people set up the ladder, step by step, as follows:

1. Lay a ladder on the ground close to intended location
2. Brace ladder base using helper's feet
3. Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the center of the rungs to maintain stability
4. Move the extended ladder to the desired location. Lean it forward against the resting point

One person can erect a short ladder, step by step as follows:

1. Secure the base of a ladder firmly against the base of a building or stationary object
2. Lift the top of ladder and pull upwards to raise a ladder to a vertical position
3. Transfer a ladder to its required position when it is properly extended
4. Keep a ladder upright and close to the body with a firm grip

The method for lowering any ladder is the reverse procedure of erecting it.

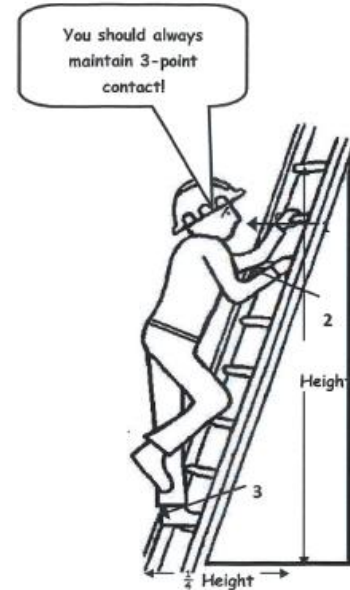
LADDER STORAGE:

THE DO's

- **DO** Store ladders indoors out of the elements where possible
- **DO** Keep ladders clean and free of foreign materials
- **DO** Keep wooden ladders in a well-ventilated location, away from dampness and excessive heat
- **DO** Pad racks on vehicles with soft material to reduce wear and road shocks
- **DO** Identify ladders which overhang vehicles with a red or orange flag

THE DON'Ts

- **DO NOT** Overhang beyond support points when transporting ladders on vehicles (Stay within a few feet of the last support)
- **DO NOT** Hang ladders from rungs
- **DO NOT** Store materials on ladders



For every 1m (3.28 ft) high, the ladder base should be out 0.25m (0.82 ft)



SAFE WORK PRACTICE
June 7, 2018

SWP-25
LADDERS

Developed by:	1.	Dave McLeod	2.		Date:	November 2006
	3.	Marty Fulkerth	4.		Date:	Oct 22. 09
Revised by:	1.	Ray Dawson	2.	John Artym	Date:	August 25, 2011
	1.	HSE Department	2.	Todd Penney	Date:	May 1, 2012
		John Graham		Scott Capaniuk	Date:	May 16, 2018
Approved by:		HSE Committee			Date:	August 9, 2018