

	PORTABLE LADDERS OLS-HSE-PRC-5006	Retention Code: CG01 - CA
		Revised: <i>March 2015</i>
Owner: <i>BU and Functional Departments as applicable</i>	Approved By: Manager, Field	Review Frequency: <i>Five years or less</i>



Table of Contents

	page
1.0 Purpose.....	2
2.0 Hazards to Mitigate	2
3.0 Procedure-Specific Roles and Responsibilities	2
3.1. Supervisor.....	2
3.2. Contractor.....	2
3.3. CPC.....	2
4.0 Procedure	2
4.1. Inspections.....	2
4.2. Use.....	3
4.3. Fall-Protection Requirements.....	4
4.4. Storage and Transport.....	5
4.5. Maintenance & Repair.....	5
5.0 References	5
6.0 Document Retention	5
Appendix A – Acronyms	7
Appendix B – Definitions.....	8
Appendix C – Revision Record	9

1.0 Purpose

This Portable Ladders procedure describes the minimum requirements pertaining to the selection, care, use and inspection of portable ladders to be used at Oil Sands sites owned or operated by ConocoPhillips Canada Resources Corp. (CPC)

2.0 Hazards to Mitigate

- Overhead work.
- Working at heights.
- Electrical equipment.
- Unsafe equipment.

3.0 Procedure-Specific Roles and Responsibilities

3.1. Supervisor

- Verify Life Saving Rule planning requirements are met.

3.2. Contractor

- Manage and retain records as per this Procedure for Contractor owned equipment and tools.
- Bridge equivalent Contractor document with this Procedure as applicable.

3.3. CPC

- Manage and retain records as per this Procedure for CPC owned equipment and tools.

4.0 Procedure

4.1. Inspections

- Periodic:
 - Ladders must be formally inspected every 3 months by a competent person. This inspection will be indicated by an attached color-coded tape system (marking system) or equivalent.
 - Personnel using ladders will ensure the marking system remains intact between formal inspections.
 - Ladders with illegible inspection marking will be considered unsafe and will be removed from service.
 - Defective ladders will be destroyed, or repaired in accordance with manufacturers' recommendations.
- Daily:
 - Ladders will be inspected prior to each use by the user to ensure they are in proper working order and free of any defects.
 - During inspection, look for:

- Current formal inspection marking.
- Anti-slip feet are in place and in good shape.
- Bends, dents, cracks, loose or missing rivets, and disconnected braces.
- Corrosion.
- Hairline stress cracks on aluminum and fiberglass ladders.
- Missing pull rope on extension ladders.
- Missing tie-off rope on straight and extension ladders.
- Damaged/defective ladders, or ladders with out of date inspection marking, will be tagged with a Defective – Do Not Use tag and returned to the designated repair/disposal storage location.
- Under no circumstances may ladders in need of inspection or repair remain in work areas.

4.2. Use

- All users of ladders, regardless of ladder type, will be trained on the proper use and inspection.
- Ladders will not be used horizontally or as makeshift scaffolds or for any other purpose other than that for which they were designed.
- Areas around the top and base of ladders will be free of tripping hazards such as loose materials, garbage, hoses, and electrical cords.
- Ladders which project into passageways or doorways where they could be struck by personnel, moving equipment, or materials being handled, will be protected by warning barricades, signs, or guards.
- Before using a ladder, personnel should make sure their boots are free of mud, grease, hydrocarbons, or other substances which could cause a slip or fall.
- Personnel must face ladders at all times while ascending, descending, or while working from them. When it is not possible to work facing a ladder, approval to work facing away from the ladder is required from the individual's supervisor and the CPC HSE representative.
- Never lean from side to side or away from the ladder; keep at least one shoulder within the side rails of the ladder. Move the ladder frequently to avoid overreaching.
- Keep both feet on the ladder rungs or steps.
- Only one person is allowed to be on, or work from, a ladder at a time. An exception to this is when using a 2-person step ladder and only then if the manufacturer of the ladder expressly permits it.
- Straight or extension ladders are generally the only acceptable means of access to another elevated work location. Step ladders should not normally be used to access another elevated work location.
- When used for access to an elevated platform, roof, etc., the top of a straight or extension ladder must be at least 1m (3 ft.) above the point of access.
- Straight and extension ladders must be:
 - Manufactured from fiberglass with a minimum rating of 1A.

- Held at the ladder's base until tied off and after untied while the person using the ladder ascends or descends it.
- Tied off to a secure support point at all times when in the set-up position, or they must be continuously held at the base.
- Set up at the proper angle. Generally, the base should be set back approximately one-fourth the distance of the working height of the ladder.
- Placed on stable level footing; not on boxes, barrels, or other unstable bases to obtain additional height.
- Job made ladders are not permitted.
- Straight and extension ladders must never be leaned against, or secured to, a movable object.
- When using a straight or extension ladder both rails must be placed against a surface that is capable of supporting the applied load. Do not support the ladder on the rungs.
- When extending the fly section of an extension ladder:
 - Always use the pull rope; never push the section up by hand.
 - Make sure the locking dogs/latches are fully engaged.
 - Once extended, the free end of the pull rope must be secured to the base section.
 - Leave at least a 3-rung overlap of the fly and base sections.
- Sections of extension ladders will not be taken apart and used separately.
- Step ladders will be opened up and all four legs set on a firm level surface. Never use a step ladder folded up and leaned against a support, like a straight ladder.
- Step ladders must be tied off at the side rail when possible.
- Personnel are prohibited from standing, sitting, working, or climbing on the top step or the top of a step ladder. An exception to this is when using a ladder specifically designed for this purpose.
- Tools and material will never be left on steps or the top of a step ladder.
- Trestle ladders used by Contractors may not be used without agreement with a CPC representative. They:
 - Are not to be climbed.
 - Are designed to support planks or scaffolds.
 - Require a separate ladder to access the work boards.
 - Require a fall-protection plan.

4.3. Fall-Protection Requirements

- See Fall Protection procedure.
- Upon reaching the required working height, the worker must immediately secure their fall-protection lanyard to an appropriate anchor point before performing any other task including tying the ladder off. Until the worker has connected their fall protection equipment, the ladder must be held at the bottom.
- Fall-protection lanyard will not be secured to the ladder.

- Ladders for access to an elevation to perform a single task do not require supplemental fall protection while ascending or descending.
- When working from a ladder on a catwalk where the total fall distance is 2m (6 ft.) or greater, or within 1.5 times the height of the ladder or the handrail of an elevated floor or platform, personnel will use a full-body harness with the lanyard attached to a suitable anchor point.
- Tools, materials or other objects may not be carried in hands while ascending or descending a ladder.
- Use a hand line to raise or lower tools or material.
- Detaching the lanyard is the last step when work is complete.

4.4. Storage and Transport

- When not in use, ladders should be stored horizontally on racks in locations protected from the elements, with good ventilation and away from excessive heat. If necessary to store vertically, ladders must be secured to prevent movement.
- Storage racks must have sufficient supporting points to avoid sagging. Long ladders need support every 1.8 m (6 ft.).
- Do not store other materials on ladders.
- Properly support ladders while transporting by motor vehicles. Supporting points will be made of material such as wood or rubber-covered iron pipe.
- Two employees will carry ladders over 3.7 m (12 ft.) long.
- Carry ladders with the front portion lower than the rear to minimize impairment of the carrier's vision and reduce the risk of injury to others.

4.5. Maintenance & Repair

- Damaged/defective ladders, or ladders with an out-of-date inspection marking, will be tagged with a "Defective – Do Not Use" tag and returned to the designated repair/disposal storage location.

5.0 References

- Alberta OHS Code, Part 8, Entrances, Walkways, Stairways and Ladders.
- Fall Protection ALL-HSE-SPC-643.
- Elevated Work Platforms OLS-HSE-PRC-5012.

6.0 Document Retention

Records will be retained in accordance with ConocoPhillips' Document Retention Schedule.

Record	Owner	Classification	Retention
Inspections	BUs and Functional Departments as applicable	CG01 - CA	Completion/Closure/Expiration/Obsolescence + 10 Years

Note: Contractors must retain procedure specific records.

Appendix A – Acronyms

None.

Appendix B – Definitions

Extension Trestle Ladder

A self-supporting portable ladder, adjustable in length, consisting of a trestle ladder base and a vertically adjustable extension section, with a suitable means of locking the sections together.

Trestle Ladder

A self-supporting portable ladder, non-adjustable in length, consisting of two sections hinged at the top to form angles with the base.

Competent Person

The person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to workers, and who has authorization to take prompt corrective measures to eliminate them.

Contractor

A person or company that signs an agreement to provide services to CPC but is not in an employee relationship.

Appendix C – Revision Record

Page#	Click here to enter a date.	Previous Information	Risk Assessment