

Purpose: To provide guidance on the safe use, selection, care, and inspection of portable ladders.

Pre-Use Inspection

A pre-use inspection is required prior to using any ladder and must assess the following:

- Anti-slip feet in place and operational.
- Bends, dents, cracks, loose or missing rivets, and disconnected braces.
- Corrosion.
- Stress cracks on aluminum and fiberglass ladders.
- Pull rope on extension ladders.
- Tie-off rope on straight and extension ladders.



CAUTION: Ladders found defective must be tagged “**Defective – Do Not Use**” and removed from the work area.

General Use

Requirements for general use of all ladder types include the following:

- Maintain 3-point contact with the ladder.
- Ladders must be fit-for-purpose including having the appropriate weight rating.
- Only one person will be on a ladder at a given time or as per manufacturer specifications.
- Never lean from side to side. Keep body within side rails.
- Face ladders while ascending and descending
- Keep hands free of tools, equipment and material, when ascending / descending.
- Place warning signs and barricades if using ladders in high traffic areas.
- Ladders will not be modified for horizontal use or as makeshift scaffolds.
- Maintain good housekeeping.



NOTE: Points to best practices. It may x-reference other documents.

Continued on next page ...

... continued from previous page.

Storage and Manual Transport

Safe storage and transport considerations for ladders not in use:

- Store horizontally when possible on racks protected from weather and direct sunlight.
 - If stored vertically, secure to prevent movement.
 - Storage racks must be designed to prevent sagging.
 - Do not store materials or equipment on ladders.
 - Two workers are required to carry ladders >3.7 m (12 ft.) long.
-

Straight / Extension Ladders

Straight or extension ladders are generally the only acceptable means of access to an elevated work location. Ensure:

- When used to access an elevated platform, roof etc., the top of the ladder must be at least 1 m (3 ft.) above the landing / point of access.
 - The ladder is constructed from fiberglass with a minimum 1A rating.
 - To hold the base of the ladder during ascending/descending and tie off.
 - To position the ladder base so that the horizontal distance between the base and the top support is 1/4 of the working length of the ladder.
 - To place ladder on a solid level base.
 - To always use pull rope to extend the ladder and secure to base.
 - Locking dogs/latches are fully engaged.
-

Step Ladders

Step ladders are to be used for short duration tasks. Considerations:

- Step ladders must be open with all four legs on a level surface.
 - Never use a step ladder like a straight ladder leaned against a support.
 - Step ladders must be tied off at the side rail when possible.
 - Do not sit or stand on the top two rungs unless deemed safe by the manufacturer.
 - Tools and material must not be placed on the rungs or top of the ladder.
-

Fall Protection

Fall protection considerations:

- If available, workers should secure fall protection to an approved anchor point before completing their task including tying off the ladder. Refer to CPC Fall Protection Procedure.
 - Ladders used to access an elevation to perform a single short duration task do not require supplemental fall protection.
-