

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject: TSE-9	Using Portable Ladders	Effective: April 01, 2005
		Revised: April 1, 2011

Refer to part 13 Entrances, Exits, Stairways and Ladders of *The Manitoba Workplace Safety and Health Act and Regulations*.

PPE Required: Safety glasses or face shield, hearing protection, hard hat, gloves, steel-toe boots

Warning: Metal ladders conduct electricity. Do not let ladders (made of any material) come into contact with live electrical wires. Ladders must comply with CSA and ANSI standards as outlined in the regulation. Extension ladders must be equipped with locks that secure sections in place when ladder is extended. Ensure the extended section overlaps another section by 1 meter for a ladder less than 11m and 1.25 m, for ladders between 11m and 15m. No single portable ladder or section of an extension ladder shall exceed 9m in length

Steps:

1. Inspect ladder before each use.
2. Secure base when raising and never set up a ladder when it is extended. See the *Fall Protection Procedure* (section III-C, G-12).
3. Set extension ladder at a proper (75°) angle by placing ladder base a distance equal to % total working length of ladder away form base of the vertical support, if distance is less than 3 feet (0.9M), place base of ladder a minimum of 3 feet (0.9M) from the vertical support.
4. Set ladder on firm level ground. Do not lean sideways. Do not use on ice or snow or slippery surfaces without non-skid devices or securing feet.
5. Erect ladder with minimum 1 meter extending above roofline or working surface.
6. Extend ladders **from the ground only**.
7. Portable ladders must be secured against movement at all times and placed on a level and stable base.
8. Ensure stepladders are not more than 6 m high when set for use and that the legs are secured in place with metal braces or equivalent rigid support.
9. While working from a ladder in front of a door or entrance way secure the area to prevent

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access by other persons than those working.

10. Face the ladder when climbing up or down. Do not over-reach. Keep body centered between side rails.
11. Maintain a firm grip. When climbing use both hands. When working from the ladder ensure you maintain a three-point contact with the ladder. See *Getting On or Off Equipment Procedure* (section III-C, G-1).
12. Do not stand within 3 feet from the top of the ladder. Never climb above the support point.
13. Do not use a ladder in high winds.
14. Never use a ladder as a platform, plank or hoist.
15. Do not overload. Ladders are meant for one person only.
16. Do not "walk" or "shift" a ladder while standing on it.