

SAFE WORK PROCEDURE EXTENSION LADDER

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<i>This task may only be performed by trained personnel.</i>			
Hazards Present:	Personal Protective Equipment (PPE) or Devices Required:	Additional Training Requirements:	
<ul style="list-style-type: none"> • Working from Heights • Overhead Hazards • MSI Strains • Stable Ground 	<ul style="list-style-type: none"> • CSA Approved Hard Hat • CSA Approved Footwear • Gloves (Recommended) 	<ul style="list-style-type: none"> • Fall Protection • Manual Lifting 	
Safe Work Procedure:			
<ol style="list-style-type: none"> 1. Protect worksite from vehicles and pedestrian traffic using signs & barricades 2. Inspect Ladders before use. Ensure all parts are attached securely and that none are missing. 3. To lift ladder, lift from one end and walk towards middle adjusting grip as necessary. 4. At about the midpoint of the ladder, turn the ladder so the side faces you then balance this point on your shoulder. 5. Lift slightly and “balance” ladder on your shoulder for transport 6. While carrying ladder, be aware of obstructions in front of, above, and around you. 7. Inspect ground where ladder will be supported. Ensure area is safe & level. 8. Inspect area above where ladder is to be erected. Ensure there are no overhead obstructions (ie. Electrical lines, phone lines, tree branches, etc.) Smoking & open flames are not permitted. 9. Set extension ladder at a proper (75 degree) angle by placing the ladder base at a distance equal to ¼ the total working length of the ladder away from the base of vertical support. (for example, if a ladder is 20’ long, the base must be at least 5’ from the point where the top of the ladder is supported) 10. Erect the ladder with a minimum of 3’ (three feet) or 1m (1 metre) extending above the work service or point of contact. 11. Secure base before climbing and, when reaching the top, secure it as well. 12. Always face towards the ladder when climbing up or down. 13. Do not overreach, keep body centered between side rails. 14. When working from the ladder, maintain a three-point contact at all times. 15. Do NOT climb on ladder from the sides. 16. Do NOT climb on or work from the top two rungs of the ladder. 17. Do NOT use ladder in high winds. 18. NEVER use a ladder as a platform, plank, or hoist. 19. Do NOT overload the ladder. Check weight restrictions/tolerances posted on ladder safety labels. 20. When retracting ladder, always double-check for overhead obstructions. 21. Lower ladder slowly using extension rope. Do not let the ladder “drop” to close it. 22. To remove ladder, stand to the side and lower the ladder to your shoulder till you are at “midpoint” of ladder. Then lift slightly and balance ladder on shoulder to carry. 			
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage emergency procedures and/or follow the lock-out procedure.</i>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents / Standards / Applicable Legislation / Other:	EMERGENCY PROCEDURES <i>(if incident occurs, follow these procedures)</i>		
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • If injury occurs...contact 911 • Administer First Aid/CPR as required 		

This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.