

Safe Work Procedure

Extension Ladder Set Up

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Pinch Points Falls Trips, Slips electrical shocks	Eye Protection Steel Toed Boots Hi Visibility Vest Spotter Support for ladder	

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Inspect before each use as per inspection procedure 2 Secure base when raising and never set up ladder when it is extended 3 Set extension ladder at proper 75.5 degree angle by placing ladder base a distance equal to 1/4 total working length of ladder away from base of vertical support 4 If the distance is less than 3 ft place base of ladder a minimum of 3 ft from vertical support 5 Set the ladder on firm level ground. Do not lean sideways 6 If on icy or slippery site ensure area is cleared of hazards and ensure non skid devices or securing feet 7 Erect ladder with minimum 3 ft extending above roof line or working surface: tie top at support points 8 Extend top section only from ground, never by bouncing or from the roof 9 Do not over extend, maintain minimum overlap of sections <ol style="list-style-type: none"> A Up to and including 32 ft - 3 ft overlap B 36 ft - 4 ft overlap C Over 36 ft and including 48 ft - 5 ft overlap 10 Do not place on boxes, unstable bases or on scaffold 11 Do not tie or fasten ladders together to gain additional height 12 Do not place in front of a door that could open into the ladder causing it to fall 13 Do not lean the ladder against an overhead door - beware of automatic operation of the door 14 Whenever possible use a spotter to hold the ladder as added protection & security

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 6 PPE 13.8 Ladders 13.11 Portable Ladders 13.14 Extension Ladders CSA Standard CAN3-Z11-M81 (R2005)	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/WSH Committee: Date:
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