

SAFE JOB PROCEDURE

Job Description: Ladders

Hazards Present: Falls, Pinch Points, Strains, electrocution

PPE Required: Gloves

Note: Operators of equipment must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required and be familiar with the location of the use of a fire extinguisher.

SAFE JOB PROCEDURE

1. Conduct a pre-starting inspection of equipment and work area;

- ✓ Inspect ladder frequently for broken, or missing steps, broken side rails etc.
- ✓ A defective ladder must be tagged, and removed from service and reported to the supervisor immediately.

2. Choose the proper ladder for the job;

- ✓ Ladders and scaffolds must be strong enough for intended use.
- ✓ Do not use step ladders as straight ladders.

3. Ladder Safety;

- ✓ Do not use portable metal ladders near energized electrical circuits.
- ✓ Ladders must not be placed in front of doors that open toward the ladder unless the door is open, locked, or guarded.
- ✓ In placing a straight ladder, the distance between the bottom of the ladder and the supporting point is to be approximately one-fourth of the ladder length.
- ✓ Portable ladders when in use must be firmly placed, held, tied, or otherwise secured to prevent slipping or falling.
- ✓ Do not use portable straight ladders without nonskid feet.
- ✓ Do not place a ladder against an unsafe support.
- ✓ When using a stepladder be certain the legs are fully spread.
- ✓ When using a stepladder more than ten feet high, another employee must hold the ladder.
- ✓ Use both hands and face the ladder when going up or down the ladder (always have three point contact with the ladder).
- ✓ An erected ladder must be a minimum of 1 meter (or 3 feet) above the top of the roof.
- ✓ Do not climb to the top of a stepladder. Go no further than the second step from the top

4. Conduct a post operational inspection;

- ✓ Inspect ladder frequently for broken, or missing steps, broken side rails etc.
- ✓ A defective ladder must be tagged, and removed from service and reported to the supervisor immediately.