

SAFE WORK PROCEDURE

Ladder - Extension

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision:
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Hazards Present:	PPE Required:	Additional Training Required:
Falls Pinch points Trips, slips Strains Electrical shock	Hard hat Safety footwear	

Safe Work Procedure:

1. Choose the proper ladder for the job
2. Inspect ladder and work area before use (see attached checklist)
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 and 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 and 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 of 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' 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, do not over reach.
15. Do not climb on the ladder from the sides
16. Do not climb on or work from the top two rungs of the ladder
17. Do not walk or shift a ladder while standing on it
18. Do not use ladder in high winds
19. Never use a ladder as a platform, plank, or hoist
20. Do not overload the ladder. Check weight restrictions/tolerances posted on ladder safety labels
21. When retracting ladder, always double-check for overhead obstructions
22. Lower ladder slowly using extension rope. Do not let the ladder “drop” to close it
23. To remove ladder, stand to the side and lower the ladder to your shoulder until you are at midpoint of ladder, then lift slightly and balance ladder on shoulder to carry

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

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: Operator/Owner’s Manual MB Workplace Safety & Health Regulation 217/2006: 2.1.1 Safe work procedures 6 Personal Protective Equipment 13 Entrances, Exits, Stairways and Ladders	This Safe Work Procedure will be reviewed at any time the task, equipment or materials change and at a minimum of every three years.
	Reviewed: Date: July 6, 2013