

## SAFE WORK PROCEDURE

### Ladder - Step

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 (platform, standard frame, etc.)
2. Keep metal and wood ladders away from power lines and other live conductors
3. Use fiberglass ladders when performing work on or near electrical conductors
4. Inspect ladder and work area before use (see attached checklist)
5. Place ladder on firm, level surface with secure footing. Do not use on slippery surfaces
6. Open the ladder fully and lock the spreader in open position
7. Do not place on boxes, unstable surfaces or on scaffolds to gain additional height
8. Do not place in front of a door opening toward the ladder unless the doorway can be secured and/or the ladder can be protected against impact
  - a. Have someone guard or block the area while work is being performed on the ladder
  - b. Post warning signs or use pylons if necessary
9. Maintain firm grip and use both hands when climbing
10. Never climb the ladder from the side unless it is secured against sideways motion
11. Do not overreach. Move the ladder as needed
12. Face the ladder when climbing up or down
13. Keep the body centered between side rails
14. Do not "walk" or "shift" the ladder when standing on it
15. Do not sit, stand or climb on the top step, pail shelf, braces or back section
16. Keep the ladder close to the work area
17. Avoid pushing or pulling off to side of ladder

***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

<b>Guidance Documents/Standards:</b>  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	<p><b>This Safe Work Procedure will be reviewed at any time the task, equipment or materials change and at a minimum of every three years.</b></p> <hr/> Reviewed:  Date: July 6, 2013
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