

JACOBSON AND GREINER SAFE OPERATING PROCEDURES

PORTABLE LADDERS

Developed by:	Approved by:	Date created:	Last revision:
B White	Jack Jacobson	October 2008	
Hazards Present	Personal Protection Required	Additional Training	
<ul style="list-style-type: none"> - falls - slips - electrocution - muscle strain (carrying ladder) 	<ul style="list-style-type: none"> - CSA approved footwear (non slip) - CSA approved helmet 	<ul style="list-style-type: none"> - ladder care and maintenance - lifting 	
SAFE WORK PROCEDURE			
<ul style="list-style-type: none"> - Read and follow all manufacturer labels and markings on the ladder - Avoid electrical hazards. Check for overhead electrical lines or power sources. Use only fiberglass or wood ladders around electricity. - Inspect the ladder before each use. If damaged it must be removed from service until repaired or discarded. - Do not use the top two rungs of a ladder. - Always maintain a three point stance (two hands and one foot or two feet and one hand) on a ladder when climbing. Keep your body near the middle and always face the ladder. - Only use ladders and appropriate accessories (stand off arms, ladder levelers, jacks or hooks) for their designed purposes. - Ladders must be free of any slippery material on rungs, steps or feet. - Be sure there is a stable, level footing and tie off ladders at the top and secure the bottom. If tie off is not possible another worker must hold the ladder. - The ladder must be on a one to four angle and extend at least three feet above the top support point. - Do not move or shift a ladder when someone is on it. - Be sure that all locks on an extension ladder are properly engaged. - Do not exceed the load rating of a ladder including the weight of equipment or tools. - Only allow one worker at a time on a single ladder and do not over reach, keep body between the rails. - Do not allow anyone to stand under a ladder. - Never paint a wood ladder - Maintain the ladder in good condition including rungs, ropes and foot pads. <p style="text-align: center;">REPORT ANY DANGEROUS SITUATIONS TO THE SUPERVISOR</p>			
Documentation/Legislation		I have read and understand these procedures.	
<ul style="list-style-type: none"> - Manitoba WSH Regulation 13.7 – 13.19 (ladders) - US Dept of Labor (OSHA) - Construction Safety Assoc of Manitoba 		Employee: _____	
		Company Rep: _____	
		Date: _____	