

Safe Work Practice – Portable Ladders

SWP-008

Preparation: Safety Specialist

Approval Authority: Senior Management

Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with the use of portable ladders.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)
- OHS Legislation: Section 2(d) Act
 - to ensure that all workers have
 - (i) the right to be informed of work site hazards and the means to eliminate or control those hazards,
 - (ii) the right to meaningful participation in health and safety activities pertaining to their work and work site, including the ability to express health and safety concerns,
 - (iii) the right to refuse dangerous work

SELECTION AND USE:

- Follow manufacturers safe job procedures
- Manufacturers specifications
- OH&S Legislation

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

WORKER RESPONSIBILITY:

1. All ladders shall be inspected prior to performing a task.
2. Wooden ladders shall not be painted.
3. Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas.
4. Ensure surface is level and firm.
5. Ensure ladder is tied off and set at the proper angle.
6. Ladders shall not be climbed higher than the second step from the top.
7. Three points of contact should always be maintained when climbing up or down.
8. Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles.
9. A ladder shall not be placed against an unsafe support.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

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***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

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