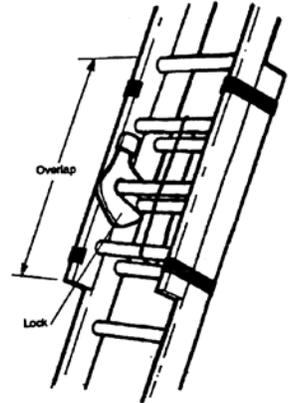


SAFE WORK PRACTICES

EXTENSION LADDERS

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

1. Station a person at the foot of the ladder when it is not possible to tie it at the top. This is effective only for ladders up to 5m (16 ft) long. The person at the foot of the ladder should face the ladder with each hand on a side rail and with one foot resting on the bottom rung.
2. Place ladder feet $\frac{1}{4}$ of the ladder's working length away from the base of the structure.
3. Erect ladder so that a minimum of 1m (3 ft) extends above the landing platform.
4. Raise and lower ladder from the ground. Ensure locking ladder hooks are secure before climbing.
5. Erect an extension ladder so that the upper section rests on the bottom section.
6. Place ladder on a firm, level surface and ensure secure footing.
7. Maintain the minimum overlap of sections as shown on the ladder label.



DON'T:

- Use a ladder near electrical wires.
- Overextend. Maintain minimum overlap of sections.
- Climb higher than the four rung from the top of the ladder.
- Use ladder on ice, snow or slippery surfaces without securing the ladder's feet.
- Extend the top section of the ladder from above or by "bouncing" on the ladder.

Extension Ladder Setup: When setting up an extension ladder, use the following methods to avoid straining muscles or losing control of the ladder.

With ladders weighing more than 25 kg (55 lb), or where conditions complicate the task, have two persons set up the ladder as follows:

- Lay ladder on ground close to the intended location. Brace ladder base using the helper's feet.
- Grasp top rung with both hands, raise top end over your head and walk towards the base of ladder. Grasp the centre of the rungs to maintain stability.
- Move erect ladder to desired location. Lean it forward against the resting point.

One person can erect a short ladder as follows:

- Place bottom of ladder firmly against the base of a building or stationary object.
- Lift top of ladder, and pull upwards to raise ladder to a vertical position. Transfer ladder to its required position when it is erect.
- Keep ladder upright and close to the body with a firm grip.

The method for lowering any ladder is the reverse procedure of erecting it. Do not raise or lower a ladder when extended.