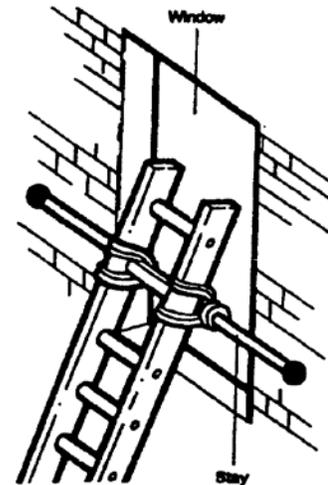


SAFE WORK PRACTICES

PORTABLE LADDERS PAGE 1 OF 2

**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. Always use the right ladder for the job. Consider strength, type and CSA approval.
2. Inspect the ladder before and after each use – if defects are found, tag and remove it from service.
3. Get help when handling a heavy or long ladder.
4. When setting up a ladder, check for overhead lines, clear the area around the base and top of ladder. Secure base and “walk” the ladder up into place.
5. When in position, the ladder must protrude one (1) meter above the intended landing point (unless the manufacturer specifies a longer overlap) and be set at the proper angle of one (1) horizontal to every four (4) vertical (1/4 of ladder’s working length away for the base of the structure).
6. Ensure ladder is on firm footing (using slip resistant feet or secure blocking). Rest both top side rails on secure surface (and tie off if required). Where tying off is not possible, station a person at the foot of the ladder – this person should face the ladder with a hand on each side rail and one foot resting on the bottom rung. Attach a ladder stay across the back of a ladder where a surface cannot stand the load. Extend the stay across a wind for firm support against the building walls or farm.
7. Tie yourself off with a safety harness when working 3 m (10 ft) or more off the ground or when working with both hands.
8. Set up barricades and warning signs when using a ladder in a doorway or passageway.
9. Clean muddy/slippery boot soles before mounting the ladder.
10. Face the ladder when going up or down and when working from it, keeping the centre of your body within the side rails. Grip the ladder firmly and use the three-point contact method when moving up or down.
11. Ensure that only one person is on a single width ladder.



SAFE WORK PRACTICES

PORTABLE LADDERS *PAGE 2 OF 2*

12. All electrical equipment used during ladder work must be in good condition and be properly grounded.
13. Rest frequently to avoid arm fatigue and disorientation when the work performed demands reaching and looking up above your head. If you become dizzy or panicky, drape your arms over a rung and rest your head against another rung or side rail. Climb down slowly.
14. Keep ladders away from electrical sources.

DON'T:

- Use a ladder as a scaffold plank or runway.
- Carry objects in hands – hoist materials or use a tool belt.
- Work from top three rungs – ladder may slip at the base.
- Use makeshift items as a substitute for a ladder.
- Use a portable ladder in place of a fixed stairway or scaffold.
- Splice together short ladders to make a longer ladder.
- Rest ladder on its rungs; ladder must rest on both side rails.
- Allow anyone to stand under the ladder.
- Overreach – climb down and move ladder when necessary.
- Straddle the space between a ladder and another object.

