

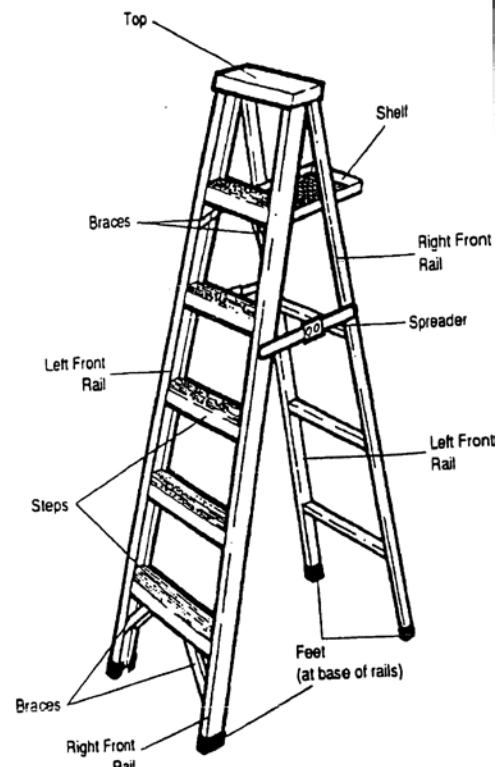
SAFE WORK PRACTICES

STEPLADDERS 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.*

General: As with all ladders, make sure that the stepladder is in good condition, and is the right ladder for the job to be done. (See Ladder Inspection Checklist.) Stepladders are to be used only on clear and even surfaces.

1. Face the stepladder when climbing up or down. Keep body centred between side rails.
2. Maintain a firm grip. Use both hands in climbing.
3. Keep stepladder close to work. Avoid pushing or pulling to the side of the stepladder.
4. Open stepladder spreaders and shelf fully.
5. Use a stepladder that is about 1 m (3 ft) shorter than the highest point you have to reach. This gives a wider, more stable base and places shelf at a convenient working height.
6. Check stability. Ensure that all four ladder feet are on firm, level and dry ground.
7. Place stepladder at right angles to the work, with either the front or back of the steps facing the work.
8. When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
9. The stepladder is only to be used in the fully opened position with the spreader bars locked.
10. All stepladders must meet CSA Standard.



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DON'T:

- Over reach. Move stepladder when needed.
- "Shift" or "walk" stepladder when standing on it.
- Stand, climb or sit on stepladder top or pail shelf.
- Overload. Stepladders are meant for one person.
- Use a stepladder to brace or support a work platform or plank.
- Climb a stepladder that is leaning against a wall. Use a straight ladder.
- Use a stepladder on boxes, unstable bases or scaffolds to gain additional height.
- Climb the back of a stepladder.
- Push or pull stepladder sideways. It is less stable in those directions where a person or vehicle can hit it. Erect suitable barriers or lock doors shut.
- Work from the top two steps of a stepladder, counting the top platform as a rung.

