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## Legal Standards & References

Occupational Health and Safety Act including those hazards related to ladders

- O. Reg. 213/91, s.17, 78-84, 187 and 188
- O. Reg. 851, s. 18, 19 and 73
- O. Reg.67/93, s. 80-84

## Definitions

*Portable Ladder* – a ladder that can be readily moved or carried and not an integral part of a building or structure.

*Mobile Ladder Platform*– a movable, fixed height, self-supporting unit having one or more standing levels and is provided with a means of access or egress to the platform or platforms. The assembly may include handrails and/or guardrails, and may be designed to accommodate one or more persons.

*3-Point Contact* – when at least three points of your body, whether it be two hands and one foot or two feet and one hand, are in contact with the ladder while ascending or descending.

## Policy Statement

It is the policy of The Corporation to continually strive for the elimination of foreseeable hazards, including the hazards associated with ladders.


## Purpose and Scope

Falls are responsible for many workplace injuries and often injuries stemming from the use of ladders can cause permanent disability. Many of these are as a result of improper use of ladders. The purpose of this standard is to ensure that the selection, use and maintenance of ladders comply with legislative requirements and industry standards for safe use.

## General

Every ladder;


- a) shall have strength, stiffness and stability adequate to support any load likely to be applied to it;
- b) shall be free from broken or loose members or other faults;

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- c) shall have evenly spaced rungs;
- d) shall be equipped with slip resistant feet; and
- e) shall be placed on a firm footing and secured against slipping with locking mechanism engaged

The maximum length along the side rail shall not exceed:

- a) 6 meters for a step ladder
  - b) 9 meters for a single ladder
  - c) 13 meters for an extension ladder
- If work must be carried out at height, a work platform should be used
  - Determine what type of ladder is most suitable considering the workplace restrictions and conditions.
  - Get help when moving heavy or long ladders
  - Place ladder where access is not obstructed. Do not place in front of unlocked doors. Ensure pedestrian or vehicular traffic is not impeded.
  - A worker on a ladder must be protected against falling if he/she is working at a height of 3 meters or more
  - A ladder must be used in accordance with the manufacturer's instructions
  - Safe distance must be maintained from energized electrical equipment and overhead power lines. Fiberglass ladders are required for any electrical work.
  - Check ladder for damage before each use and date and initial Ladder Inspection Tag attached to the ladder. If damage is apparent, tag out the ladder and report to your supervisor to have it repaired or replaced.
  - Always face ladder when going up or down.
  - Maintain 3-point contact when climbing up or down ladder.
  - Remove oil, grease, mud, snow, ice or other foreign substances from hands, shoe soles, steps and rungs, before climbing any ladder.
  - Do not straddle or sit on rungs.
  - If heavy or bulky objects must go up the ladder with you, a mechanical lifting device (e.g. scissor lift) may be a more appropriate device to use.
  - Be sure the area at the base of the ladder is clear of debris and ladder is on a flat stable surface.

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- Protect base of ladder from accidental contact with traffic (human or vehicle) by securing it with hazard tape or warning signs and or having someone present at the base.
- Do not use a ladder if you are in poor health, tired, under the influence of drugs or alcohol, or physically incapacitated.
- Unless specifically labelled otherwise, ladders are designed to be used by one person at a time.
- Do not exceed labelled load-rating.
- Avoid dropping, or applying an impact load to a ladder. If it has been dropped or subjected to impact, remove it from service until it can be inspected for damage.
- Never paint a ladder, as it can hide defects.
- Use a spotter for tall ladders
- Never stand on the top of the ladder
- If a ladder overhangs the rear of a vehicle by 1.5 meters (4.92 feet) or more it must be marked by a red flag or red marker during daylight hours or by a red light at night in accordance with the Highway Traffic Act, R.S.O. 1990, CHAPTER H.8, Section 111


## **Procedures**

### Inspection/Repair/Disposal

- Ladders should be cleaned on a regular basis.
- Inspect the ladder before and after each use for; broken rungs, loose connections, split side rails, worn or broken safety feet and oil or grease which can make climbing surfaces slippery.
- Date and initial Ladder Inspection Tag attached to the ladder. If damage is apparent, tag out the ladder and report to your supervisor to have it repaired or replaced.
- Ladders that have been dropped or subjected to impact must be removed from service until it can be inspected for damage.
- Repairs must not include; painting, tying or binding with wire.
- Destroy ladders that can't be safely repaired.

### Portable Ladder- Step


- Use both hands to climb/descend, and maintain three-point contact (two hands and one foot OR two feet and one hand in contact with the ladder)

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- Face the ladder
- Keep hands above knee level when reaching downwards to grasp objects
- Keep belt buckle (i.e., navel) within center of ladder when reaching sideways (belt buckle stays within outer edges of side rails)
- Avoid leaning backward while moving objects (i.e., when size of object interferes with its movement across the ladder)
- Avoid rising up on toes when reaching above to place object
- Keep both feet on the ladder
- Stand no higher than step indicated by the manufacturer
- Avoid forceful or jerky pushing/pulling movements where there is the potential for an unexpected reaction

#### Portable Ladder-Extension/Single

- Use both hands to climb/descend, and maintain three-point contact (two hands and one foot OR two feet and one hand in contact with the ladder)
- Use only one hand to receive goods, maintain three-point contact with ladder.
- Keep hands above knee level when reaching down to grasp objects
- Keep belt buckle (i.e., navel) within center of ladder when reaching sideways (belt buckle stays within outer edges of side rails)
- Avoid leaning backward while moving objects (i.e., when size of object interferes with its movement across the ladder)
- Avoid rising up on toes when reaching above to place object
- Stand no higher than the top step indicated by the manufacturer
- Keep both feet on the ladder
- Lifting object with one hand weighing less than 9 kg (male), or 6 kg (female), and maintaining three-point contact (two feet and one hand) with ladder
- Face the ladder


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### Mobile Ladder Platform

- Use handrails, if specified by manufacturer.
- Face proper direction for climb/descent according to manufacturer.
- Carry only objects (if allowable, as per manufacturer) that do not impair ability to climb/descent and maintain balance, and do not block field of view.
- Keep hands above knee level when reaching down to grasp objects.
- Keep belt buckle (i.e., navel) within center of ladder when reaching sideways (belt buckle stays within outer edges of side rails).
- Avoid leaning backward while moving objects (i.e., when size of object interferes with its movement across the ladder).
- Avoid rising up on toes when reaching above to place object.
- Keep both feet on the ladder
- Be readily able to achieve three-point contact with the ladder.
- Do not overreach beyond ladder rail (i.e., with noticeable back flexion and arms fully extended).
- Avoid forceful or jerky pushing/pulling movements where there is the potential for an unexpected reaction.

### **Communication**

- Every new and amended standard is shared with the JHSC for review and comment prior to approval
- Notice of approval is communicated via email and Health and Safety bulletin boards
- Copies of all standards are accessible on the Corporation intranet and are consolidated in binders available in every workplace
- Every new employee is introduced to Policy & Procedures as part of orientation

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## Responsibilities

### Managers will:

- Ensure workers are adequately trained in the use of fall protection systems Appoint a competent person as a supervisor.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Prepare an occupational health and safety policy
- Review that policy at least once a year
- Set up a program to implement the policy
- Post, in a conspicuous place, a copy of the occupational health and safety policy.

### Supervisors will:


- Ensure workers work in compliance with the act and regulations, using protective devices, measures and procedures required by the OHS and regulations.
- Take every precaution reasonable in the circumstances for the protection of workers

### Employees will:

- Work in compliance with the act and regulations, using protective devices, equipment and clothing that their employer requires them to use.
- Work in a manner that takes every precaution reasonable for the protection of themselves and other workers while working, using machinery, and operating any equipment.

### JHSC members will:

- Promote safe work practices and compliance.
- Perform regular inspections and report deficiencies to supervisors.
- Maintain information regarding workplace injuries.

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**Training**

The Corporation regularly provides training to supervisors, employees and members of the JHSC in Safe Work Procedures, assessment and control.

**Evaluation**

The Corporation’s Health reviews and updates the policies & procedures, annually in consultation with the JHSC.

**Acknowledge Success/Make Improvements**

Employment Services and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy. Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.

**This Standard takes effect immediately and remains in effect until replaced by a new Standard of superseded by legislation/regulation.**

**Original Signed**

\_\_\_\_\_  
Chief Administrative Officer

**Original Signed**

\_\_\_\_\_  
Worker Co-Chair, JHSC

Reviewed (Date):	By (Name and Initial):

*\*This document can be made available in an accessible format upon request.*