



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 53-017

Title: Physical Hazard: Ladders

Saskatchewan Employment Act:

OHS Regulation: 16-5 to 16-9

Date: January 1, 2017

Date Revised/Reaffirmed: December 30, 2021

Any PRINTED version of this document is only accurate up to the date of printing. Saskatchewan Health Authority (SHA), Occupational Health & Safety Services (OHS) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Occupational Health & Safety internal website for the most current versions of documents in effect. This policy complies with legislation (minimum standards) at the time of this writing and/or revision. SHA OHS accepts no responsibility for use of this material by any person or organization not associated with SHA. No part of this document may be reproduced in any form for publication without permission of SHA OHS Services.

Purpose

- Eliminate falls and other injuries due to ladder use
- To provide education and training on proper use, handling, safe storage and safe practices

Roles and Responsibilities

Employer must ensure:

- They consider ways to eliminate the use of ladders by changing the task, the environment, or the equipment, e.g. store items on a lower shelf
- Provide Personal Protective Equipment

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Scissor lifts or scaffolding instead of ladders is used if appropriate
- A rolling ladder, a platform ladder or other specialty ladder is used when appropriate
- Accessories such as wheels for transporting, leg levelers, and utility trays are used when appropriate
- Tool belt and other systems to get equipment and materials to the work area at the top of the ladder are used
- No wooden or stepladder is painted with any substance other than transparent coating
- Ladders that are CSA approved are used. Whenever possible, use ladder when traffic in the area is less.
- Develop procedures for ladder use and all staff are trained in proper selection, use, and maintenance of ladders
- User manuals are available
- Provide refresher training on a regular basis
- Preventative maintenance program is developed in addition to regular pre-use inspections
- Document training and maintenance
- Ladders are replaced at the end of life or if safe repairs cannot be completed
- Signage or barricades are in place
- Provide Personal Protective Equipment including measures to ensure its appropriate use and maintenance: wear proper footwear with slip-resistant soles and laces tied securely. Wear protective gloves as required by the job assessment. Wear fall protection harness as required by height, work process and manufactures guidelines.

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving ladders

Orientation & Training

- Training specific to ladder use and selection

Materials

- Appropriate PPE if required

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

June 5, 2018

December 30, 2021