



## Saskatchewan Health Authority

### Procedure

Saskatoon & Area - Occupational Health & Safety

**Title:** Physical Hazard: Ladders

**Saskatchewan Employment Act:**

**OHS Regulation:** 252-256

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** August 13, 2019

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### Purpose

The purpose of this procedure is to establish the processes to follow to ensure safe work practices during ladder use

### Procedure

Manager/Supervisor:

- Educate staff of the risks when using ladders or step stools
- Ensure all staff have received training prior to use
- Ensure all workers follow procedures outlined in training and manufacturer's user manuals
- Select the correct ladder for the job in terms of size, type, material, and weight capacity<sup>1</sup>
- Ensure the correct numbers of people are available for the task
- File a repair requisition online with Facilities Management if the ladder is in need of repair
- Ensure the correct number of staff is available for transporting or use a transport cart

Worker:

- Do a visual inspection before each use; tag out and notify supervisor if ladder is faulty. See [Ladder Inspection Checklist](#)
- Follow proper set up and take down of ladders
- Place barricades and warning signs into place before ascending ladders
- Face the ladder when ascending and descending, with three points of contact with the ladder
- Ensure ladders are returned after use to storage area and stored correctly
- Ensure that all portable ladders extend at least one meter above the platform or roof

### 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.

## References

- For more information see: [http://www.featherliteladders.com/safetyguide\\_eng.pdf](http://www.featherliteladders.com/safetyguide_eng.pdf). This guide provides clear information about safe selection, inspection, use, and maintenance, along with a training quiz and an [inspection form](#).

## Review Dates:

January 1, 2017

May 22, 2018

August 13, 2019



<b>LADDER INSPECTION CHECKLIST <sup>i</sup></b>		
<b>General Item To Be Checked</b>	<b>Needs Repair</b>	<b>Condition O.K.</b>
Loose steps or rungs (considered loose if they can be moved at all by hand)		
Loose nails, screws, bolts, or other metal parts		
Cracked, split, or broken uprights, braces, steps, or rungs		
Slivers on uprights, rungs, or steps		
Damaged or worn nonslip bases		
No wooden ladder or stepladder is painted with any substance other than a transparent coating		
All portable ladders have non slip feet		
Rusted or corroded spots		
<b>Stepladders</b>		
Wobbly (from side strain)		
Loose or bent hinge spreaders		
Stop on hinge spreaders broken		
Broken, split, or worn steps		
Loose Hinges		
<b>Extension Ladders</b>		
Loose, broken, or missing extension locks		
Defective locks that do not seat properly when the ladder is extended		
Deterioration of rope, from exposure to acid or other destructive agents		

<sup>i</sup> This is an example of a ladder general inspection checklist from the Accident Prevention Manual: “Engineering and Technology”. Permission for internal use.