

Health, Safety and Wellness Policy No: HS&W 01-2014

Approved by Council: May 28, 2014, Resolution 2014.10.06

SAFE USE OF LADDERS POLICY

POLICY STATEMENT

The Municipality of Dutton Dunwich is committed to providing a Safe and Accident Free Workplace.

PURPOSE

The purpose of this procedure is to protect the workers from hazards related to the use and handling of portable ladders. Workers using ladders should be familiar with safe ladder use and handling of portable ladders.

SCOPE

This policy applies to all Municipal employees, including but not limited to regular, temporary and contract employees, contractors sub-contractors, Municipally-owned facility lessees and to volunteers and students.

OVERVIEW

Ladders are used in a wide variety of settings at the Municipality of Dutton Dunwich. Unsafe use of ladders can result in serious injuries from falls or, in the case of metal ladders, electrical shock. Ladders must be properly used, maintained in good condition at all times, and inspected by workers before each use.

PROCEDURE

- Ladders constructed of conducting material (e.g. aluminum) should not be used for work on or near any electrical power source.
- Fiberglass ladders should be used for all maintenance work.
- Ladders used to gain access to a level should extend at least three (3) feet above the level.
- Ladders shall be checked by the user and any unsafe conditions must be corrected before use.
- Ladders found to be unsafe, and the unsafe condition cannot be corrected by the user, must be taken out of service and tagged "Unsafe - Do Not Use", then either repaired or discarded, with approval of the Supervisor.
- Wooden ladders shall not be painted or coated with any opaque material.
- All ladders shall have non-slip feet and be used on a firm footing and securely fastened, if possible.
- The ladder shall be held in place by one or more persons while being used if it exceeds three (3) meters in length and is not securely fastened or if it is likely to be endangered by traffic. When not securely fastened, the ladder

should be inclined so that the horizontal distance from the top support to the foot of the ladder is at least one quarter (1/4) and not more than one third (1/3) of the length of the ladder.

- Employees should use a full body harness with adequate attachments or a safety belt if the worker is exposed to any of the following hazards:
 - Falling more than three (3) metres.
 - Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment.
 - Falling onto operating machinery.
 - Falling into water or another liquid.
 - Falling into or onto a hazardous substance or object.
 - Falling through an opening on a work surface.
 - Have a separate hook point for harness lanyard from the ladder for the harness

WHEN USING A STEP LADDER:

- The legs should be fully extended and the spreader should be in the locked position.
- The top of the step ladder should not be used as a step; and
- The pail shelf shall not be used as a step.

ROLES AND RESPONSIBILITIES

Employer/Supervisor

- When purchasing ladders, ensure they are approved by the Canadian Standards Association (CSA).
- Ensure all employees who use ladder(s) during the course of work are familiar with this procedure and best practices.

Employees

- Read and follow all labels/markings on the ladder
- Workers using ladders must visually inspect ladders before using and report any defects/hazards to their supervisor. If defects are identified, the ladder must be immediately tagged
- and taken out of service.
- Use only issued ladders by your department or the Municipality.
- Make sure your footwear is in good condition and clean.
- Clean off mud or grease from boots before climbing.
- Maintain 3 point contact at all times when using a ladder.
- If using a ladder in/near vehicular or pedestrian traffic, proper barriers or traffic protection plan must be in place prior to commencing work.

Contractors, Sub-Contractors and Facility Lessees

- Contractors, Sub-Contractors and Facility Lessees are prohibited from using any Municipally-owned ladders or similar equipment.
- Any person Contracted or Sub-Contracted to work for the Municipality of Dutton Dunwich facilities shall comply with legislative requirements set out in the Occupational Health and Safety Act and shall work in a manner that is consistent with this procedure.
- Any person/groups etc., renting Municipal facilities (Lessee) shall comply with legislative requirements set out in the Occupational Health and Safety Act and shall work in a manner that is consistent with this procedure.

Training:

- All employees expected to perform work on and use portable ladders should be trained either in all or one of the following: Basics in Fall Prevention, Aerial Work Platforms and Ladder Safety
- And be competent and fully aware of their work environment and work within the Ministry rules.