



COUNTY OF NORTHERN LIGHTS

POLICY

LADDER SAFETY

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

PURPOSE

The policy prescribes rules and establishes minimum requirements for the care, and use of the common types of ladders. All ladders that are purchased and placed into service; or, on any worksite shall follow the requirements set forth by this program.

SCOPE

This program is applicable to all employees who may utilize ladders. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers employees and contractors and shall be used when an operator's program doesn't exist or is less stringent.

KEY RESPONSIBILITIES

Managers and Supervisors

- Managers and supervisors are responsible for ensuring that all employees, and/or contractors have been trained in the use and inspection of ladders in accordance to the manufactures guidelines.
- Managers and supervisors are responsible for ensuring that all employees and contractors are aware that if an inspection discovers a defect, the ladder shall not be used and taken out of service.

Employees

- Employees shall inspect ladders prior, during and at the completion of each use to ensure the condition of the ladder and the safety of its occupants.
- Employees are responsible for following this program and reporting any damage or repairs that may be needed to their supervisor.

PROCEDURE

Ladders should not be used if a safer means of accessing an elevated work area is available. Management shall ensure that workers do not use a ladder to enter or leave an elevated or sub-level work area if the area has another safe and recognizable way to enter or leave it.

If work cannot be done from a ladder without hazard to a worker, a work platform must be provided. A worker must not carry up or down a ladder, heavy or bulky objects, or any other objects which may make ascent or descent unsafe.

INSPECTION, CARE AND SAFE WORK PRACTICES

Inspection

Ladders shall be inspected for visible defects on a periodic basis and after any occurrence that could affect their safe use. The following requirements apply:

- A ladder must be inspected before use on each shift, and after any modification and any condition that might endanger workers must be remedied before the equipment is used.
- Ladder rungs, cleats, and steps shall be parallel, level and uniformly spaced.
- If an extension ladder is used by a worker it must be equipped with locks that securely hold the sections of the ladder in the extended position.
- No ladder shall be lashed to another ladder to increase its length.
- Portable ladders are CSA certified. The company must ensure that a portable ladder meets the requirements of CSA Standard CAN3-Z11-M81 (R2005), Portable Ladders. The applicable ANSI Standard is also acceptable (managers can refer to Part 8, Section 135 of the Alberta OHS Code for details).



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- A step ladder shall have legs that are securely held in position by metal braces or an equivalent rigid support.
- Portable single or extension ladders shall be equipped with a non-slip type base or shall be held, tied or otherwise secured to prevent slipping.
- A ladder found to be broken or defective may not be used until it has been repaired and restored to its original design specifications. Any ladder that has developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use."
- If a ladder is tipped over, it shall be inspected by a competent person for side rail dents or bends, or excessively dented rungs; check all rung to side rail connections; check hardware connections; check rivets for shears.
- Ladders with loose, broken, or missing rungs, split side rails or other hazard producing defects shall not be used.
- All wood parts shall be free from sharp edges and splinters; sound and free from accepted visual inspection from shake, or other irregularities. Wooden ladders must not be painted.

Care

- Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.
- Metal bearings of locks, wheels, pulleys, etc., shall be frequently lubricated.
- Frayed or badly worn rope shall be replaced. Safety feet and other auxiliary equipment shall be kept in good condition to ensure proper performance.
- Rungs shall be kept free of grease and oil.
- Ladders shall be stored in a well-ventilated area in a manner to prevent sagging and warping.

Safe Work Practices

- Ladders shall be used only for the intended purpose for which they were designed.
- Ladders used when servicing energized electrical equipment must be non-conductive. Metal ladders or wire reinforced wooden ladders shall not be used in proximity to energized electrical equipment.
- The ladder shall be secured at the top or held by another person at the base to prevent movement.
- Portable ladders in use are secured against movement and placed on a stable base.
- Incline of Portable Ladders - A worker must ensure that the base of an inclined portable ladder is no further from the base of the wall or structure than one quarter of the distance between the base of the ladder and the place where the ladder contacts the wall.
- Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
- Ladders shall not be used by more than one worker at a time.
- The upper supports of ladders used to access elevated work areas must extend a minimum of one meter above the elevated surface. A worker must ensure that the side rails of a portable ladder extend at least 1 metre above a platform, landing, or parapet if the ladder is used as a means of access to the platform, landing, or parapet.
- Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
- If a ladder is used in a high traffic area, barricades shall be placed to avoid accidental displacement due to collisions.
- Performing work from the top two rungs of a portable ladder is prohibited. A worker must not perform work from either of the top two rungs, steps, or cleats of a portable ladder unless the manufacturer's specifications allow the worker to do so.
- The employee shall maintain a three (3)-point grip on the ladder at all times and carry tools/equipment on a belt or hoist up. Do not carry anything in the hands that could cause injury in case of fall.
- The employee shall face the ladder while ascending or descending.



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- The bracing on the back legs of stepladders is designed solely for increasing stability and not for climbing.
- The ladder shall not be moved while occupied.

TRAINING AND COMMUNICATION

As per the company Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually every twelve months thereafter with existing and/or returning employees (refresher training). All employees will be trained for this ladder safety program contents prior to using a ladder.

Chief Elected Official

Chief Administrative Officer