**Sample General Safe Work Practice for Extension Ladders**

**Potential Health and Safety Hazards**

* Ergonomic hazards; force and posture.
* Machine hazards; pinch points.
* Energy hazards; gravity and kinetic.
* Work practice hazards; following established safe work practices and procedures, and general housekeeping practices.

**Safe Work Practices**

* Read and follow the manufacturer’s instructions and warning labels.
* Wear appropriate **personal protective equipment** such as safety footwear (with heels and slip-resistant soles) and safety glasses.
* Manufactured portable ladders must be CSA approved.
* Only one person is permitted to be on a ladder at any time.
* Ensure that all electrical equipment that will be used during ladder work is in good working condition and is properly grounded.
* Keep ladders away from electrical wires.
* Ensure that the work area is clear of debris.
* Ensure there is adequate lighting in the work area.
* If you become dizzy on a ladder you should drape your arms over a rung and rest your head against the ladder. Climb down slowly.
* If you are working 3 metres (10 feet) or more above the ground then wear fall protection equipment. Refer to the SWP and SJP for Fall Protection.
* Do not use a ladder if you feel drowsy or unwell.
* Do not overreach while on a ladder. Move a ladder when needed.
* Do not use a ladder as a brace or support for a work platform or plank.
* Do not use a ladder on slippery surfaces without securing the ladder’s feet.
* Do not use a ladder on soft ground; the legs could sink into the ground.
* Do not place a ladder on a box, cart or other unstable surfaces.
* Do not carry objects in your hands while climbing a ladder. Hoist materials or use a tool belt.
* Do not paint a wooden ladder.
* Do not place a ladder against a flexible or moveable surface.
* Do not allow anyone to stand under a ladder.
* Do not try to straighten or attempt to use a bent or bowed ladder.
* Do not straddle the space between a ladder and another object/surface.
* Do not use a ladder in a passageway, doorway, driveway or other location where a person or vehicle could hit it. Set up suitable barriers or lock doors.
* Do not work or climb higher than the fourth rung from the top of a ladder.
* Do not leave ladders unattended.
* Do not extend the top section of a ladder from above or by "bouncing" on it.