**Sample General Safe Work Practice for Stepladders**

**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.
* Know how to properly inspect and safely erect a portable ladder.
* Commercially 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.
* Ensure the work area is clear of debris.
* Ensure there is adequate lighting in the work area.
* Only use a stepladder for light duty tasks of short duration (less than 30 minutes) where your centre of gravity is maintained between the side rails.
* Do not use a ladder if you feel drowsy or unwell.
* Do not overreach while on a ladder. Move a stepladder when needed.
* Do not stand, climb or sit on the top of a stepladder.
* Do not "shift" or "walk" a stepladder when standing on it.
* Do not use a stepladder as a brace or support for a work platform or plank. Do not climb a stepladder that is leaning against a wall. Use a straight ladder instead.
* Do not use a stepladder on a slippery surface.
* Do not use a stepladder on soft ground; the legs could sink into the ground.
* Do not place a stepladder on a box, unstable base or on a scaffold to gain additional height.
* Do not climb the back of a stepladder.
* 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 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 push or pull a stepladder sideways. Repeated sideways movement can make a stepladder wobbly.
* 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 door