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Safe Work Practice

Name of Job: Use of portable Ladders	Development Date: February 17th, 2011	Developed By: CSNS
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Possible Hazards Present

Improperly maintained equipment Working from heights Slips, trips and falls

Personal Protective Equipment (PPE) and Devices Recommended

Steel toed boots As required by task undertaken

What are some good general safe work practices?

- **DO** ensure that when setting up a ladder, to secure the base and “walk” the ladder up into place.
- **DO** ensure that the ladder should be set at the proper angle of one foot (1') horizontal to every four feet (4') vertical.
- **DO** ensure that before using a ladder that it is secured against movement at base, against kick out and the top lateral movement.
- **DO** ensure, that a portable ladder does not protrude three feet (3') above the intended landing point.
- **DO NOT** work from the top three rungs of a ladder.
- **DO NOT** overreach while on a ladder - maintain centre of gravity. It is easier and safer to climb down and move the ladder over a few feet to a new position.
- **DO** face the ladder and use the three-point contact.
- **DO** keep metal ladders away from electrical sources.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.