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## 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.

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](http://constructionsafetyns.ca) or 1.800.971.3888.

- × 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.

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