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## 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.

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.



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- × 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

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