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Safe Work Practice

Name of Job: Use of Portable Ladders	Development Date:	Developed By:	Approved By:	Review Date:
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Possible Hazards Present

Improperly maintained equipment	Working from heights	Slips, trips and falls	
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Personal Protective Equipment (PPE) and Devices Recommended

Steel toed boots	As required by task undertaken		
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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.