



Safe Work Practice

SWP # 4026

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November 1, 2012: Revision: 1

Proper Set-Up:

The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical. Secure base when raising and never set up ladder when it is extended. Set single or extension ladder at proper (75 degree) angle by placing ladder base a distance equal to one-fourth total working length of ladder away from base of vertical support. Extend top section only from ground.

Before using ladders make sure it is secured against movement. Set ladder on firm ground. Do not use on slippery surfaces without non-skid devices or securing feet. Do not place on boxes, unstable bases or scaffolding. Do not tie or fasten ladders together to gain additional height. A second person should hold the ladder or tie the ladder off.

Note: Dust on concrete floor, or sand on an asphalt surface, can cause ladder feet to slide. Ensure that both the ladder feet and surfaces are clean.

To extend or retract upper ladder section, place ladder in upright position.

When in position the ladder should protrude one (1) metre above the intended landing point.

The minimum overlap of an extension ladder should be one metre unless the manufacturer specifies the overlap.

Do not place in front of door opening toward ladder.

Proper Climbing and Use:

Securely engage ladder locks before climbing. Check that top and bottom ladder rails are firmly supported.

Employees or students shall not work from the top three rungs of a ladder. Never climb above the top support point.

Do not climb on ladder from the side unless secured against side motion or climb from one ladder to another.

Don't overreach while on a ladder. It is safer to climb down and move the ladder over a few feet to a new position. Do not lean sideways. Keep body centered between side rails.

Always face the ladder when using it.

Grip the ladder firmly and use



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Pre-Use Inspection:

When inspecting step ladders, ensure all rivets and joints, nuts and bolts are tight, feet, steps and rungs are secure; and spreader and pail shelf function properly. Ladders must be clean, free from slippery materials, such as mud, snow, or grease.

Proper Set Up:

Place on firm level surface with secure footing. Do not use on slippery surfaces. Do not place on boxes, unstable bases, or on scaffolds to gain additional height.

Do not place in front of door opening towards ladder.

Make sure ladder is fully open, spreaders are secure and pail shelf is in position.

Proper Climbing and Use:

Face ladder when climbing up or down; keep body centered between side rails.

Grip the ladder firmly and use the “three point” contact method (both feet and knees or both feet and one hand or both feet and work positioning harness) when moving up or down.

Never climb ladder from the side unless ladder is secured against side wise motion.

Do not overreach; move ladder as necessary.

Do not “walk” or “shift” ladder when standing on it.

Do not stand, climb, or sit on ladder top, material shelf, or the top step of the ladder.

Do not overload; ladders are meant for one person. Do not use as a brace, platform or plank.

Keep ladder close to work; avoid pushing or pulling off to the side of the ladder.

Do not leave ladder set up or unattended.

Maintain “three point” contact (both feet and knees or both feet and one hand or both feet and work positioning harness) while working from a ladder.

Regulations, Standards and References

CSA Standard CAN3-Z11-M81, Portable Ladders;
Occupational Safety General Regulations, Part 13 - Premises and Building Safety, Construction and Demolition, Section 147-152