PREPARING TO USE YOUR STEP LADDER:

- **CSA:** Be sure your ladder is CSA (Canadian Standards Association) approved.
- **Selecting:** Select a ladder made of non-conductive material such as fibreglass when working around electricity.
- **Height:** Choose a ladder which allows easy reaching without requiring the user to stand on the top two steps.
- **Shelves:** If materials are to be lifted up or removed from a raised area use a ladder with a shelf adequate to hold the items being moved.
- **Inspecting:** Inspect your ladder for cracks, loose or damaged steps, worn parts or improper feet etc. before using.
- **Check Above:** Check for overhead wires, lights, hot pipes, deteriorated or soft materials etc. prior to erecting the ladder.
- **Footing:** Place the ladder on a firm, level footing and secure the bottom to prevent slipping. It is good practice to have someone hold the ladder base to prevent slipping.
- **Congestion:** If ladder is used in a high-traffic area, erect barricades or use pylons.
- **Doors:** If ladder is used near a door, lock or barricade the door and post a warning sign.

CLIMBING YOUR STEP LADDER:

- **Footwear:** Ensure footwear is clean and dry before climbing a ladder.
- **Ascending:** Face the ladder at all times and keep the centre of your body within the side rails. Maintain a “3 Point Contact”!
- **Objects:** Do not carry objects in your hands while ascending or descending ladder. Use a hoist, attach tools/materials to your belt, or have someone hand them to you.

CAUTION:

- **DO NOT** stand on the top step or the shelf.
- **DO NOT** overreach.
- **DO NOT** twist your back while reaching on the ladder
- **DO NOT** straddle the space between the ladders and another object.
- **DO NOT** work higher on a ladder than 3 metres (10 feet) without a properly secured fall arrest system.