

SAFETY INFO

Setting up Portable Ladders

Falling from a portable ladder can result in serious injuries. Users must be aware of the potential hazards associated with using different types of ladders and the appropriate precautions which should always be followed for each type.

Do's:

- Get help when using a heavy or long ladder.
- Ensure that the ladder is not used near any live electrical wires.
- Ensure the working area around the base and top of the ladder is free of objects, tools and litter.
- To protect against slipping, properly secure the ladder both at the top and at the bottom.
- When working in a doorway or passageway, use barricades and warning signs around the work area.
- The ladder feet should be situated $\frac{1}{4}$ of the ladder's *working* length away from the bottom of the structure.
- The ladder should extend at least 1 metre (3 ft) above a landing platform (surface being accessed).
- Ensure the ladder is stable and has steady footing by utilizing non-slip feet, securing the base of the ladder or by having a person support the ladder

Don'ts:

- Never use the ladder as a scaffold or a runway.
- Never substitute another object (e.g. chair, box) for a ladder.
- Never try to make a longer ladder by attaching two shorter ladders because the side rails are not designed to handle the additional length or weight.
- A ladder should never be utilized in an area where a person or vehicle may bump into it
- Never lean ladders against, weak, moveable or bendable surface.

Working on Portable Ladders

- Prior to setting up the ladder, ensure there are no electrical wires above the work area.
- Make sure your boot soles are cleaned prior to climbing the ladder. Do not mount ladder with wet soles. Footwear should always be in good shape.
- Always face the ladder when ascending or descending and while performing work while standing on it.
- Your body should always be positioned within the side rails of the ladder.
- Only one person should be on a standard ladder at a time. For double-width or double sided ladders designed for two people, a maximum of two people can be on the ladder at any time.
- When climbing or descending always make sure either two hands and one foot or two feet and one hand are in contact with the ladder at all times. This is called a "three point contact".
- When working at a fixed level ensure that both feet and the lower legs are in contact with the ladder if both hands are being used. The use of both hands without being tied off is only safe when standing at an elevation on the ladder that is less than the spread distance of the legs of the ladder.
- Use a safety harness when you are working at a minimum of 3 m (10 ft) above the ground or when you will be working with both hands.
- When going up or down the ladder, your body should always be facing the ladder and you should grip the rungs tightly with both hands. In the event that you happen to slip, rungs are easier to grasp than the side rails.
- Wearing footwear with slip-resistant soles and heels helps to reduce the likelihood of slipping.
- If the task involves the use of electrical equipment, make sure the equipment is in good working condition and is properly grounded.
- Never attempt to carry objects or tools in your hands while going up or down a ladder. Always secure tools to your belt or have the materials hoisted.
- Never stand on the higher rungs to complete task. The probability of falling increases if a person doesn't maintain physical contact with the ladder.
- If the work is not easily reached from the ladder - descend the ladder and move the ladder closer to the desired position. Never overreach.

