



# Portable Ladder Use

March 11, 2019

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## Use of Portable Ladders

### General

As with all ladders, make sure that the step ladder is in good condition, CSA approved, inspected prior to use for deficiencies, removed from service if found deficient, and is the right ladder for the job to be done. Workers shall not use ladders for access and egress of any work area when a safer means is recognizable.

1. When setting up a ladder, secure the base and “walk” the ladder up into place.
2. the ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
3. Before using a ladder, make sure it is secured against movement.
4. When in position, the ladder should protrude one (1) metre above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Don't overreach while on a ladder; it is easier and safer to climb down and move the ladder over a few feet to a new position.
7. Always face the ladder when using it, grip it firmly and use the three-point contact method.
8. The minimum overlap on an extension ladder should be one (1) metre unless the manufacturer specifies the overlap.
9. Keep ladders, both metal and wood, away from electrical sources.

## Use of Step Ladders

### General

As with all ladders, make sure that the step ladder is in good condition, and is the right ladder for the job to be done.

Step ladders are to be used only on clean and even surfaces.

10. No work is to be done from the top two steps of a step ladder, counting the top platform as a rung.
11. When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
12. The step ladder is only to be used in the fully opened position with the spreader bars locked.
13. Tops of step ladders are not to be used as a support for scaffolds.
14. Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
15. Only CSA Standard ladders will be used.

Too many ladders are not suitable for the job or are used incorrectly. During work site inspections, the most commonly observed problems with ladders are:

1. base of ladder placed too close or too far away from the structure
2. ladder not secured at the top/ladder not extending 1 m above the upper
3. landing surface missing or broken rungs
4. missing or broken stays on stepladders
5. working from a stepladder on the top tread

ladder positioned incorrectly on a slope inadequate ladder repairs

**MAINTAIN THREE-POINT CONTACT WHILE USING LADDER.**

**DO NOT CARRY MATERIAL UP LADDER**

**ONLY LIGHT DUTY WORK IS PERMITTED OFF LADDERS**

**DO NOT PAINT LADDERS**

Before using any ladder, the following questions should be asked:

- (1) Is using a ladder the safest and best way to do the job?
- (2) Is the ladder in good condition and suitable for the type and height of work?
- (3) Can the ladder be positioned close enough to the work area so that the worker using it won't overreach?
- (4) Can the ladder be secured at both the top and bottom?
- (5) Is the surface supporting the ladder at its base firm and level?



**EXPLANATION GUIDE FOR LADDER USE**

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