

# ***Scaffold Depot***

## **Safe Work Practices / Procedures / Instruction**

---

### **LADDERS**

#### **Manufactured & Job Built Ladders**

A manufactured portable ladder must be marked for the grade of material used to construct the ladder and the use for which the ladder is constructed. For job built ladders follow WCB Standard: LDR 1-2004 Job Built Ladders.

#### **Position and Stability**

A ladder must be placed on a firm and level base and be positioned so that the horizontal distance from the base to vertical plane of support is approximately  $\frac{1}{4}$  of the ladder length. It must have sufficient length to project approximately 1 m (3 ft) above the upper landing to which it provides access, and be secured to ensure stability during use.

#### **Use of Restriction**

If work cannot be done from a ladder without hazard to a worker, a work platform must be provided. A worker must not carry up or down a ladder, heavy or bulky objects or any other objects which may make ascent or descent unsafe. Damaged ladders must be taken out of service immediately.

- Ladders must be inspected for defects prior to use. Ladders with broken rungs, split rails or broken safety feet, frayed or damaged ropes must be taken out of service and reported to a supervisor.
- Ladders must always be placed at least  $\frac{1}{4}$  of their length away from the base of the structure they are leaned against. Ladder feet must be placed on a firm, surface. A 2" x 6" board should be placed under ladders equipped with spurs.
- Use ladders of sufficient length. Adding makeshift extensions or working from the top two rungs or steps is prohibited.
- Ladders used for ascending or descending from one level to another must extend at least three feet above the upper landing.
- Metal ladders or wire reinforced wooden ladders must not be used with heat energized electrical equipment.
- Ladders used in locations where they may be struck by workers or equipment in the area, must have a watcher stationed at the bottom. Ladders must not be left standing in such a location when not in use.
- Ladders used in corridors, stairwells or aisles must be barricaded.
- Doorways must be blocked, locked or guarded while ladders are used in front of them.
- Ladders in use must be secured to prevent movement.
- Workers must use suitable hoisting equipment to lift or lower heavy or bulky items.
- No worker is permitted to work from the top two rungs of a single or extension ladder or the top two steps of a stepladder unless permitted by the manufacturer.
- Do not over-reach while working from a ladder.
- Do not use ladders in a horizontal position as runways or scaffolds.
- Do not place a ladder against a window pane.
- Ladders are to be used by one person at a time.

