

## Safe Work Procedure: Using Ladders – Extension, Single Straight

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance/Custodial	Workplace Safety and Health Committee	Nov.15, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures	Low
Forceful exertions - carrying ladder	Medium
Pinch points	Low
Risk of falling	High
Other	

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> <li>• Safety footwear.</li> <li>• Keep away from electrical wires/equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Injury prevention orientation.</li> <li>• Ladder Safety training</li> </ul>

**Note:** Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

**The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.**

### Steps to complete this task safely:

- A single ladder or a section of an extension ladder cannot exceed nine metres (9 m) in length.
- A two section extension ladder must not exceed 14.6 m in length or 20 m if it has more than two sections.
- The extended section of a ladder must overlap at least one metre (1 m) for ladders less than 11 m, 1.25 m for ladders between 11 and 15 m, and 1.5 m for a ladder over 15 m in length.
- Inspect the ladder for integrity, excessive wear/damage and if damage is apparent, remove from service.
- Get help to carry a long or heavy ladder and do not carry and move a ladder when it is vertical.
- Place the ladder feet on a level, solid surface, ensuring the feet grip.
- Use the “4 to 1” rule. Ladders should be placed one foot away from the base for every four feet in height.



- Do not lean a ladder on or against pipes, unstable surfaces or electrical equipment, and do not set up in front of doors unless measures or barrier are in place to temporarily stop traffic.
- When a ladder is used to access a roof or platform, the top must extend at least one metre (1 m) above the landing.
- Go up and down a ladder facing it, one step at a time. Hold the side rails with both hands.
- Do not extend any part of your body, except for arms, beyond the side rails and maintain 3-point contact at all times.
- Do not stand on top two rungs and never overreach when working on a ladder.
- Never try to "walk" or "shift" a ladder while on it.
- Do not leave ladders unattended. Return to designated storage area.
- Do not set ladder against conduit or edges that could make it unstable

Weight capacities are attached to all step, extension and multi-position ladders. Below are guidelines, but check your ladder manufacturer for the ratings for your ladder.

- Type IAA: Special Heavy duty, up to 375 lbs
- Type IA: Industrial, up to 300 lbs
- Type I: Industrial, up to 250 lbs
- Type II: Medium duty, up to 225 lbs
- Type III: Home use only. Light duty, up to 200 lbs