

Safe Work Practice (SWP)

Name of Task: Extension Ladders	
Department/Unit: Building Maintenance, Custodial	
Personal Protective Equipment or other required equipment or other safety considerations: Eye Protection Required, Hard Hat as Required, CSA Approved Safety Footwear Required, Hearing Protection as Required, Long or loose hair must be tied back or contained, No loose fitting clothing, Fall Protection as required.	
Hazards: Fall due to lose of balance, fall due to improper set up of ladder, electrical wires, weather conditions ie Ice, snow, injury due to heavy lifting, defective ladder, wrong type of ladder, slippery or muddy footwear, debris, tools and other objects around ladder	
Required Training	Fall Arrest as required
Steps to be taken to complete task safely:	
1	Pre-operational safety checks: <ul style="list-style-type: none"> Ensure ground area is level and secure. Inspect ladder for damage. Get assistance when required. Keep ladder away from electrical wires and identify overhead hazards. Use proper length of ladder. Tie off ladder at the top and secure bottom to prevent slipping. Extension ladders should be overlapped a minimum of three rungs. Make sure the hardware is fully engaged and locked securely in place.
2	Prohibited activities <ul style="list-style-type: none"> Do not use ladder if it is damaged. Do not use ladder near electrical wires.
3	Put on personal protective equipment.
4	Exercise and stretch muscle groups.
5	Complete pre-operational safety check.
6	If ladder is too heavy or long ask for assistance.
7	<p>If ladder is more than 25kg (55lbs), or where conditions complicate the task, have two persons set up ladder as follows:</p> <ul style="list-style-type: none"> Lay ladder on the ground close to the intended location Brace ladder base using helper's feet Grasp the top rung with both hands, raise the top end over your head and walk towards the base of ladder. Grasp the centre of the rungs to maintain stability Move the erect ladder to the desired location. Lean it forward against the resting point. <p>If ladder is short then one person can erect as follows:</p> <ul style="list-style-type: none"> Place the bottom of ladder firmly against the base of a building or stationary object. Lift the top of ladder to ist required position when it is erect. Keep ladder upright and close to the body with a firm grip. Leave all tie-off devices in place until they must be removed.

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8	Place ladder feet ¼ of ladder's working length away from the base of the structure.
9	Erect ladder so that a minimum of 1m (3ft) extends above landing platform. Tie top at support points.
10	Raise and lower ladder so that the upper section rests on the bottom section.
11	Place ladder on firm, level surface and ensure a secure footing.
12	Maintain a minimum overlap of sections as shown on the ladder instructions and label.
13	Ensure you are tied off with a safety harness when working 3m (10ft) or more off the ground or when working with both hands.
14	Maintain three point contact by keeping two hands and one foot or two feet and one hand on ladder at all times and grasp the rungs when climbing keeping the center of your body within the side rails.
15	Face the ladder when going up or down and when moving from it.
16	Ensure that all electrical equipment used during ladder work is in good condition and properly grounded.
17	When the ladder cannot be tied off at the top, ensure a person is at the foot of the ladder securing it to prevent it from slipping. This is only effective for ladders up to 5m (16 ft) long. The person at the foot of the ladder should face the ladder with each hand on a side rail and with one foot resting on the bottom rung.
18	Housekeeping <ul style="list-style-type: none"> • Setup barricades and warning signs when using ladder on the job site. • Ensure ladder is properly stored in a clean dry area. • Report problems such as broken parts, metal fatigue, etc. to supervisor.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by:
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.