

Safe Work Procedure: Step Ladders, Step Stools

Department	Approved by:	Date Created:	Review/Revised Date:
Environmental Services	Regional Director of Support Services	2013/09	2017/06; 2022/06

Potential Hazards:	Personal protective equipment / devices required / other safety considerations
<p><i>Fill in those that apply:</i> Risk for injury: H=High M=Medium L=Low L Awkward/sustained postures (overreaching, carrying) L Forceful exertions (carrying ladder) L Pinch points (fingers in ladder) M Risk of falling</p>	<ul style="list-style-type: none"> • Appropriate non-slip footwear

Training / Reference information

- SCHIPP Module 1 training
- Department Orientation

Note: 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.

Employers must ensure that workers are trained and follow this safe work procedure Steps to perform this task safely:

A step ladder cannot be more than six meters high when set up for use, and must be a Grade 1 or 2 Commercial Use ladder.

1. Inspect the ladder for damage, and if damage is apparent, remove it from service.
2. Place the ladder feet on a level, solid surface, ensuring the four footpads grip and the legs are secure in place with metal braces. Ensure braces are engaged.
3. Do not set up the step ladder sideways to the work.
4. Go up and down a ladder facing it, taking only one step at a time. Hold the side rails with both hands.
5. Do not extend your arms beyond the sides of the stepladder. Keep your body centered.
6. Do not stand on top platform of the step ladder.
7. Do not over reach when working on a step ladder / stool.
8. Do not leave step ladders/stools unattended. Return them to the designated storage area.

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