

Safe Work Procedure		Step Ladders, Step Stools																					
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date: Revised date:																				
Potential Hazards: Fill in those that apply <table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>Risk for Injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Risk of falling</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Forceful exertions – carrying ladder</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pinch Points – fingers in ladder</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Awkward postures – overreaching, carrying</td> </tr> </table>		H	M	L	Risk for Injury	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Risk of falling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forceful exertions – carrying ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch Points – fingers in ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward postures – overreaching, carrying	Personal protective equipment / devices required / other safety considerations: ➤ Appropriate closed toe, non-slip footwear	
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		Training / Reference Information: ➤ SCHIPP Module 1 training ➤ Department Orientation ➤ Manufacturer's Instructions ➤ Ladders must comply with requirements outlined in MR 217/2006 Part 13																					
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: <ul style="list-style-type: none"> ➤ A step ladder cannot be more than 6 meters high when set up for use. ➤ Inspect ladder for damage, and if damage is apparent, remove it from service and tag it. ➤ Place the ladder feet on level, solid surface, ensuring the four footpads grip and the legs are secure in place with metal braces. Ensure braces are engaged. ➤ Do not set up the step ladder sideways to the work. ➤ Go up and down a ladder facing it, taking only one step at a time. Hold the side rails with both hands. ➤ Arms may be extended beyond the sides of the stepladder providing that 3 points of contact are still maintained. Keep your body centered. ➤ Do not stand on top platform of the step ladder/stool. ➤ Do not leave step ladders or step stools unattended. Return to designated 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.																							