

Safe Work Procedure

STEP /STOOL LADDER

Safe Work Procedure		STEP/STOOL LADDER	
Department / Area: Logistics and Supply Chain Management	Approved By: Regional Manager Logistics and Supply Chain Management	Date Created: ??? 2014	Review / Revised date:
Potential Hazards: Fill in those that apply		Personal protective equipment / devices required / other safety considerations	
H M L risk for injury <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward postures (overreaching, carrying) <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 checked="" type="checkbox"/> <input type="checkbox"/> Risk of falling		• Appropriate non slip footwear	
		Training / Reference information • SCHIPP Module 1 training • Department Orientation • 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 six meters when set up for use. • Inspect the ladder for integrity, excessive wear / damage and if damage is apparent, remove from service. • Place the ladder feet on a level, solid surface, ensuring the four feet grip and the legs are secure in place with metal braces. Ensure braces are engaged if the step ladder has these. • 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. • Only extend your arms beyond the sides of the stepladder. Keep your body centered. • Do not stand on top platform of the step ladder/stool. • Do not over reach when working on a step ladder/stool. • Do not leave step ladders/stools unattended. Return to designated storage area. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Type IAA: Special Heavy duty. Up to 375 lbs • Type IA: Industrial. Up to 300 lbs • Type I: Industrial. Up to 250 lbs 			