

SWP Purpose

The purpose of this SWP is to establish written guidelines for using step ladders and step stools to reduce risk of falling and developing musculoskeletal injury through poor ergonomics.

Scope

All GDTA workers will comply with the guidelines in this SWP and manufacturers' ratings.

Responsibilities

Responsibilities apply to the Trip Manager/Volunteer Lead, all workers, and the Health and Safety Committee.

It is the responsibility of the Trip Manger/Volunteer Lead to

- Maintain and use correct ladders/stools for the job, in compliance with the SWP and manufacturers' ratings.
- Reinforce to workers that any recommended controls must be applied consistently
- Require that this SWP be implemented
- **Ensure that ladder has been inspected by Equipment Manager for each ladder or stool used.**

It is the responsibility of the Workers to

- Comply with this SWP and follow manufacturers' ratings
- Ensure recommended controls are implemented and used appropriately.
- Immediately report any concerns or incidents to the Crew Lead

It is the responsibility of the Safety Committee to

- Maintain this Safe Work Practice
- Perform periodic audits to assess that these requirements/SWP are being acted upon.
- Reinforce that recommended controls are to be implemented and used appropriately.

Hazards

Using the wrong ladder/stool for the job can result in risk of falling, while continued use can result in development of musculoskeletal injury. Injury may be due to long and sustained use of the ladder/stool, forcing workers into awkward postures. Carrying heavy ladders alone may introduce risk of injury or strain; safe lifting should be practiced. Ladders can cause pinch points, particularly extendable ladders which can trap fingers and cause injury. Falling is a common risk; this can be due to falling off the ladder, as well as the ladder itself falling.

Hazards due to worker behavior include drowsiness/fatigue, psychological factors such as stress, or lack of familiarity with the tool or the task. Environmental hazards may be caused by poor weather, extreme heat or cold working conditions, poor lighting, uneven terrain/footing. Hazards due to equipment can be caused by poor maintenance and inspection practices.

Controls

Controls may include elimination/substitution, engineering, warnings, administrative, and/or PPE.

Guidelines are presented below. Additional SWP examples are included, following.

- Wear gloves and safe footwear
- Watch for signs of musculoskeletal injury, such as pain, burning sensation, swelling, stiffness, numbness/tingling, and/or loss of range of movement or strength in a specific body part; communicate any such signs/symptoms to the Crew Lead
- Always inspect the ladder/stool before use, including integrity, excessive wear/damage; if the ladder/stool appears worn, broken, or in any way unsafe, remove it from service
- Step ladders should not be more than 6 m high when set up for use
- Use a spotter when possible
- Flag off and/or place signage regarding overhead work, particularly if the ladder is placed in a busy area
- Ensure that the ladder is placed on a level and solid surface
- Ensure that the angle of placement is not extreme
- Test the ladder for stability prior to climbing
- Always face the ladder when going up or down, taking only one step at a time, and holding the rails with both hands
- When extending your arms beyond the edges of the stepladder, make sure your body stays centered on the ladder itself
- Do not stand on the top step of the ladder or stool, unless the manufacturer permits this, typically when there is a rail/barriered platform at the top
- Remember that changes in weather (e.g. rain) can affect the stability of the ladder; this should be tested each time the ladder is used – be aware of changing work conditions
- Do not leave step ladders/stools unattended; always return them to designated storage area when finished with your task
- Weight capacities are attached to all step, extension, and multi-position ladders. Check these before use and work within these posted limits. General guidelines are:
 - Type IAA: Special Heavy Duty, up to 375 lbs.
 - Type IA: Industrial, up to 300 lbs.
 - Type I: Industrial; up to 250 lbs.
 - Type III: Home use only, light duty; up to 200 lbs.

SAFE Work Procedure Job Title or Task: Step ladders, Step stools

Department / Area: Maintenance	Approved By: J. President	Date Created:	Review / Revised date:
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<p>Potential Hazards: Fill in those that apply</p> <p>H M L risk for injury</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward / sustained postures</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Forceful exertions – carrying ladder</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Repetitive movements</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Vibration</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Compression</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp points / edges</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Pinch points – fingers in ladder</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Falling material</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Surfaces causing falls</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chemicals</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Biological pathogens</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme heat / cold</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Combustibles / flammables</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Risk of falling</p>	<p>Personal protective equipment / devices required / other safety considerations</p> <p>-Safety footwear</p> <hr/> <p>Training / Reference information</p> <p>-Injury prevention orientation -Ladders must comply with requirements outlined in MR 217/2006 Part 13</p>
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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 6 m 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 4 feet grip and the legs are secure in place with metal braces. Ensure brakes are engaged if the step ladder has these
- Do not set up the step ladder sideways to the work unless there is a railed platform at the top
- Go up and down a ladder facing it, taking only 1 step at a time. Hold the side rails with both hands
- Only extend your arms beyond the sides of the stepladder. Keep your body centred
- Do not stand on top of the step ladder / stool unless the manufacturer permits such as when it has a railed platform at the top
- Do not over reach when working on a step ladder / stool
- Do not leave step ladders / stools unattended. Return to 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
 Type III: Home use only, light duty. Up to 200 lbs

Training

Workers must be adequately trained. On the job/scenario or demo-based training is useful. If a worker is involved in an accident, training should be reviewed.

Resources, References, Definitions

Revision History

<u>Revision</u>	<u>Date</u>	<u>Description of Change</u>	<u>Personnel Involved</u>
REV 0	Feb 2020	New SWP	D Yanchula
Rev 1	Feb 2023	Changes in BOLD	D Yanchula