

Subject: Ladder Safety **Number:** FMOP 2-11
Approval: AVP Facilities Management **Issue Date:** May 15 2012
Responsibility: Director, Maintenance & Operations
Review Period: 2 Years

Ladder Safety

Contents

- 1.0 Background
- 2.0 Purpose of Procedure
- 3.0 Roles & Responsibilities
 - 3.1 Facilities Management Managers/Supervisors
 - 3.2 Employees/Lead Hands
 - 3.3 Contractors
- 4.0 Safe Ladder Usage
 - 4.1 Training
 - 4.2 Reporting
 - 4.3 Inspections
 - 4.4 Ladder Selection & Usage
- 5.0 References
 - 5.1 Legislation & Standards
 - 6.2 Brock Documents

1.0 Background

This FMOP specifically addresses the requirement for safely using ladders for Facility Management (FM) personnel and contractors hired by Facilities Management. Ladders are commonly used tools to allow temporary work at heights, however they are inherently unstable and therefore require careful selection and use. It is the responsibility of each individual to ensure adequate planning for the work is done and proper selection of the appropriate ladder.

All persons working on Brock's premises shall conduct their business in accordance with Brock University's Occupational Health and Safety Policy, the Occupational Health and Safety Act and other Facilities Management procedures.

Brock University

Facilities Management Operating Procedure

2.0 Purpose of Procedure

To ensure employees, contractors and building occupants are safe when the nature and duration of the task requires working with ladders or platforms. Additional safety equipment such as fall protection, or the use of mechanical or structural elevated work platforms may be identified during a Job Risk Assessment (JRA).

3.0 Roles and Responsibilities

3.1 Facilities Management Managers/Project Managers/Supervisors

- Ensure staff and contractors work in compliance with this work procedure.
- Ensure that their staff has the appropriate training (Ladder Safety, Fall Arrest, Operating Lifts, etc.) to safely complete the task.
- Review anticipated work at heights for safest approach, using fixed ladders or stable mechanical or structural work platforms where possible and feasible
- Ensure that ladders in use are appropriate and that defective or inadequate ladders are promptly removed from service.

3.2 Employees/Lead Hands

- Ensure you have ladder training annually. Advise your supervisor if you do not.
- Select the ladder and inspect before usage with assistance from the Extract from CSA 3-Z11 for assistance (Annex A).
- Comply with all safe work practices as identified in the Ladder Safe Work Practice (Annex B) especially with respect to ensuring stability, minimizing leaning and avoiding top rung.
- Ask for assistance where needed to ensure stability or visibility - especially in high traffic areas. Carry, erect and store ladders in the safest way possible.
- Remove defective ladders from use and report the defective ladder to your supervisor/manager.
- Communicate concerns to your supervisor.

3.3 Contractors

- Follow all Brock Safety Policies, FMOPs and procedures, as well as posted or additional safety requirements as communicated by the Project Manager/Maintenance & Operations Manager.
- Ensure ladders are in good working order.
- Discuss special needs/circumstances with Project Manager/Maintenance & Operations Manager.

4.0 Safe Ladder Usage

4.1 Training

- All employees are to have Basic Ladder Awareness Training (yearly), Fall Arrest (every 2 years), Operating Lifts or other as required by specific task.

Brock University Facilities Management Operating Procedure

- Training records are kept on the FM Shared Drive, with hard copy and materials maintained by FM Customer Service.

4.2 Reporting

- Any ladder found to be unsafe is to be removed from use immediately, tagged and reported to your supervisor.

4.3 Inspections

- Visual inspections on all ladders will be conducted by the user each time prior to use.
- Supervisors will ensure that all ladders are inspected annually using the Ladder Inspection Form (Annex B).

4.4 Ladder Selection & Usage

- See Extract from CSA CAN 3-Z11 for more information (Annex A).
 - Ladders for maintenance purposes are to be CSA Grade 1 or Grade 2. CSA Grade 3 ladders are to be removed from service and replaced with appropriate Grade 1 or Grade 2 ladders.
 - Electrical work is to be done using non-conductive ladders (metal ladders are not to be used).
 - See Safe Work Practice (Annex C) for more information.

5.0 References

5.1 Legislation & Standards

- O. Reg 231/91 & O. Reg. 851 various sections
- CSA CAN 3-Z11 “Portable Ladders”

5.2 Brock Documents

- Occupational Health & Safety Policy
- FMOP 2-10 Job Risk Assessments (future)
- FMOP 2-16 Fall Protection (future)

Annexes

Annex A - Extract from CSA Standard CAN3-Z11 - Portable Ladders

Annex B - Ladder Inspection Form

Annex C- Safe Work Practice - Step, Platform and Extension Ladders