

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Ladder Safety Policy	<i>Policy Sponsor:</i> Jeff Lamb, AVP Facilities Management Signature:	<i>Approval Date:</i> TBD
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i> Initial issue

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A. *Background & Purpose:*

Portable ladders are used in a wide variety of settings, by workers who require temporary access to elevated or lowered locations. Unsafe use of ladders can result in serious injuries or death.

In accordance with the requirements of the Nova Scotia Occupational Health and safety Act and the Dalhousie University Environmental Health & Safety Policy, the following guidelines have been established to reduce the risk of incident or injury to our faculty, staff, and students when working on or around ladders.

This policy does not include fixed or job-made ladders that are or may be installed on campus.

B. *Application:*

Applies to all Dalhousie University operations.

C. *Definitions:*

Single Portable or Straight Ladder – A ladder that can be readily moved or carried and usually consists of side rails jointed at intervals by steps, rungs, cleats or rear braces.

Extension or Section Ladder– A non-self-supporting portable ladder, consisting of two or more sections travelling in interlocking rails, guides, or brackets so arranged as to permit length adjustment.

Stempladder – A self-supporting portable, non-adjustable in length, having flat steps and hinged back.

Two-way Stempladder – Similar to the standard stepladder; however, each side of this ladder has a set of steps. The extra set of steps offers convenience and versatility.

Platform Ladder – A self-supporting portable ladder of fixed size with a platform provided at the intended highest standing level.

Trestle Ladder – A self-supporting portable ladder, non-adjustable in length, consisting of two sections, hinged at the top to form equal angles with the base.

Extension Trestle Ladder – A self-supporting portable ladder, adjustable in length, consisting of a trestle ladder base and a vertically adjustable extension section, with a suitable means of locking the ladders together.

Combination Ladder – A portable ladder capable of being used either as a step ladder or a single or extension ladder. It may also be capable of being used as a trestle ladder or a stairwell ladder.

D. Policy statement:

This policy establishes safe work requirements for personnel working on ladders.

E. Administrative Structure:

The Assistant Vice President Facilities Management is the sponsor of the policy.

This policy was written in conjunction with appropriate stakeholders and reviewed by the Facilities Management Environmental Health and Safety Committee.

F. Procedures:

Use

For proper use of ladders please refer to Facilities Management Safe Work Instruction for Ladders.

Ladder Rating

Ladders are categorized by size and weight limits. These limits are posted or otherwise attached to the ladder to let the user know its limitations. When selecting a duty rating adequate for your needs, you **MUST** allow for the combined weights of: the user + clothes + tools + material. The maximum load rating of the selected ladder should **NEVER** be exceeded. CSA Grade 1 (or ANSI Type I or higher) ladders **MUST** be used at Dalhousie University.

Maximum Load Capacity	Rated Use	CSA Standard	ANSI Standard	Allowed at Dalhousie
230 kg (500 lbs.)	Special Heavy Duty Designed for the most demanding industrial and construction applications in excess of 375 lbs. total weight.	Grade 1	Exceeds Type 1AA	Yes
170 kg (375 lbs)	Special Heavy Duty Designed for the most demanding industrial and construction applications	Grade 1	Type IAA	Yes
135 kg (300 lbs)	Extra Heavy Duty Designed for frequent use in maintenance, construction and industrial applications.	Grade 1	Type IA	Yes
115 kg (250 lbs)	Heavy Duty Industrial Designed for use by contractors in maintenance, construction and industrial applications.	Grade 1	Type I	Yes
100 kg (225 lbs)	Medium Duty Commercial Designed for moderate use by homeowners, painters, handymen etc.	Grade 2	Type II	No
90 kg (200 lbs)	Light Duty Household Designed for infrequent household chores, cleaning, painting etc.	Grade 3	Type III	No

Note: To work toward our goal of using all fiberglass ladders, when existing aluminum ladders reach end of life they will be replaced with fiberglass when available.

Training

Ladder safety training will be done upon initial employment and/or job assignment. Refresher

training shall be provided to employees at the discretion of their supervisor.

The supervisor or designate will act as the training coordinator. The coordinator will use the prepared training package which includes PowerPoint and quiz and is located at U: Everyone/Safety/Safety Training Documents.

The completed quiz must be sent to the FM Environmental Health and Safety Coordinator for file.

Inspection

All ladders shall be visually inspected before each use and formally inspected using the Ladder Inspection Checklist annually. If a ladder falls over it shall be inspected immediately for side rail dents or bends, excessively dented rungs, rung to side rail connections, hardware connections and possible rivet shear. A copy of each formal inspection checklist shall be maintained by the respective supervisor for file. If a problem is identified, the ladder shall be tagged with a "DANGER – DO NOT USE" sign, removed from service until repaired or scrapped and reported to Supervisor.

Storage

1. Never rest a ladder on any of its rungs; ladders must rest on their side rails. When hanging a ladder on its side rails, place the racks at 2 m (6 feet) intervals for support.
2. If storing a ladder vertically, secure the ladder by using a chain or bungee cord to prevent it from falling.
3. During transport, do not pile other materials on top of the ladder. Ladders should be "top freight."
4. Ladders should be stored in areas free of known hazards, where they can be inspected easily and can be reached without causing accidents.

References:

1. The Occupational Safety General Regulations made under Section 82 of the *Occupational Health and Safety Act of Nova Scotia*
2. Canadian Standards Association Standard, CSA Z11, "Portable Ladders" (Sec. 82, Clause 150 (1))