

 <b>BRANDON UNIVERSITY</b>	<b>Brandon University Ladder Safety Policy</b>	<b>Approved by:</b> President’s Administrative Council <b>Administered by:</b> Director, Physical Plant <b>Author:</b> Michelle Augustyn
<b>BU-POL-WSH-015</b>	<b>First Approved: May 2022</b>	<b>Updated: May 2025</b>

Brandon University (“the University”) is committed to providing a safe, healthy, and productive campus environment for students, staff, faculty, and visitors.

### 1.0 Scope

This policy applies to all students, staff, faculty, and visitors to the University. All personnel, prior to using or inspecting a ladder, shall review this policy and to understand the safety aspects of ladder use and be deemed competent and familiar with the safe use of ladders. It is the responsibility of the user to ensure the ladder is in safe operating condition

### 2.0 Policy

A **Job Hazard Analysis (JHA) FRM-PP-005** must be completed prior to the use of a ladder if the work being done is outside of regular work duties. The JHA must cover all aspects of the work to be conducted. It must not be limited only to the use of the ladder but shall cover the following aspects.

- Where the work is to be conducted.
- Resources required to conduct the work.
- Height at which the work is to be conducted.
- Work in the immediate vicinity that may affect others.
- Hazardous chemicals, flammable materials, or gases in the vicinity.
- Condition of tools.
- Type of tools to be used, power tools (list them), hand tools, chemicals etc.

### 3.0 Definitions

- 3.1 Ladder - a structure consisting of a series of rungs (bars or steps) between two upright lengths of wood, metal, or rope, used for climbing up or down something.
- 3.2 Step Ladder - a short folding ladder with flat steps and a small platform
- 3.3 Platform (podium) Ladders - a self-supporting portable ladder that is non-adjustable in length, with a platform provided at the highest intended standing level.
- 3.4 Extension Ladder – is a ladder built with either two or three adjustable telescopic sections.
- 3.5 Steps – a place where an employee can place their feet to ascend and descend a step ladder.
- 3.6 Rails – are the vertical segments of steps that the steps are attached to.

- 3.7 Spreaders - are the pieces of a step ladder that are locked into position when the rails are extended.
- 3.8 Shoes - the feet portion of a ladder to prevent it from moving or slipping when in use.
- 3.9 Fly section – the second of the two main sections to an extension ladder.
- 3.10 Rung locks – the pieces on an extension ladder that allows an employee to lock the fly section in place so that it does not slide down while in use.
- 3.11 Rope and pulley – the system that allows an employee to move the fly section up and down to obtain the desired height.
- 3.12 Stop – the piece used to prevent the fly section and the base section from being separated when the ladder is fully extended and is typically found near the top of the extension ladder’s base section.

#### 4.0 Accountability

- 4.1 Employees - Understand, follow, and complete required documentation that applies to their job function when using a ladder. Visually inspect the ladder for any defects prior to use. Refer to **Addendum 1 - CHK-PP-004 – Annual Ladder Inspection Checklist** for inspection criteria. Report any WSH related incidents involving ladders using the [FRM-GEN-WSH-001 Workplace Safety & Health Hazard & Incident Report Form](#).
- 4.2 Ladder Inspectors - are trained staff who are competent to perform annual ladder inspections using **Addendum 1 - CHK-PP-004 – Annual Ladder Inspection Checklist**. Ladder inspectors will inform their direct manager/supervisor of changes required when issues arise from a failed inspection.
- 4.3 Managers/Supervisors/Department Head/Faculty Dean - shall ensure all employees understand and follow the established processes for the safe use of ladders.
- 4.4 WSH Advisor - will assist managers/supervisors in developing/reviewing procedures required for tasks where ladder use is required. The WSH Advisor will develop or arrange for ladder safety training as required.
- 4.5 Workplace Safety & Health Committee - is to provide recommendations for documents relating to the safe use of ladders.

#### 5.0 General Ladder Safety

- 5.1 Ladders to be used by only one person at a time.
- 5.2 Do not leave erected ladders unattended.
- 5.3 Use ladders only in a vertical position.
- 5.4 Store ladders in a manner that prevents damage to the ladder.
- 5.5 Do not place a ladder against an unsafe support.
- 5.6 Do not use chairs, boxes, etc. as ladders.
- 5.7 Do not move, shift, or extend a ladder while in use.
- 5.8 Step ladders must be properly erected and cannot be used as a straight ladder.
- 5.9 When used in doorways, lock, barricade, block, or guard area around the ladder.

- 5.10 Place ladder feet (shoes) on a substantial and level base not on movable objects.
- 5.11 Do not place ladders on boxes or unstable bases to obtain additional height.
- 5.12 Ladders are not to be used as a scaffold or runway between elevated surfaces.
- 5.13 Do not use metal ladders when there is potential risk of contracting energized conductors or circuits.
- 5.14 Do not use ladders during a strong wind except in emergency and only then when tied securely.
- 5.15 Do not paint wooden ladders.
- 5.16 Do not use metal ladders or metal reinforced rails on a ladder near any exposed energized electrical circuits or equipment.

### 6.0 Ascending/Descending from ladder

- 6.1 Both hands must be used on ladders.
- 6.2 Do not carry objects while climbing ladders.
- 6.3 Carry objects in tool belt.
- 6.4 Raise/lower needed material by means of a rope.
- 6.5 Always face the ladder going up or coming down.
- 6.6 Keep your body centered between side rails.
- 6.7 Ensure appropriate footwear is worn while using a ladder. High heels, flip flops, crocs, etc. are not appropriate footwear. Ensure shoe bottoms are clean, free of grease or mud, and are not slippery before climbing.
- 6.8 Do not climb higher than the third step/rung from the top on extension or straight ladders. Go no higher than the second step from the top on step ladders.

Always maintain 3-point contact when using ladder (see diagram) by keeping two hands and one foot, or two feet and one hand on a ladder always.

3-point contact – Diagram 1 -

[https://www.ccohs.ca/oshanswers/safety\\_haz/ladders/climbing\\_safely.html](https://www.ccohs.ca/oshanswers/safety_haz/ladders/climbing_safely.html)



3-Point Contact

## 7.0 Previous Policies - NA

## 8.0 Reference

- 8.1 CCOHS - <https://www.ccohs.ca/>
- 8.2 [FRM-GEN-WSH-001 Workplace Safety & Health Hazard & Incident Report Form](#)
- 8.3 [Job Hazard Analysis \(JHA\) FRM-PP-005](#)

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## Procedures

Inquiries may be directed to the Director Physical Plant, Michael McCormick at [McCormickM@BrandonU.CA](mailto:McCormickM@BrandonU.CA) or (204) 727-9659.

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Prior to each use, a ladder must be visually inspected for any damage, defects, suitability, and quality by the end user. This checklist can be used as an aid for visual inspections. A ladder found to be broken or defective may not be used until it has been repaired. Additionally, a formal documented annual inspection of ladders will be conducted. If “YES” to any of the below, the ladder shall be taken out of service immediately.

Date: \_\_\_\_\_ Type/Grade of Ladder: \_\_\_\_\_  
 Inspected By: \_\_\_\_\_ Length: \_\_\_\_\_  
 Location: \_\_\_\_\_ Ladder ID: \_\_\_\_\_

Material:  Wood  Fiberglass  Aluminum  Other: \_\_\_\_\_

Inspection Items	YES	NO
Metal Parts broken, loose, dented, rusty, missing		
Side Rails broken, loose, dented, rusty, signs of deterioration		
Rungs broken, loose, dented, rusty, signs of deterioration		
Braces, Uprights or Steps broken, cracked, splintered, chipped, defective, missing or signs of deterioration		
Anti-Slip Feet broken, cracked, defective, poor condition, missing, or signs of deterioration		
Extension Ladder lock, pulley, or other fittings worn, out of place, damaged, unworkable, missing or signs of deterioration		
Steps greasy, slippery, cracks, splitting		
Spreader Arms and Stops broken, bent, loose, damaged, defective, rusty, unworkable, or missing		
Rope damaged, worn, broken, frayed, knotted, or missing		
Pail Tray damaged, worn, broken, bent, rusty, tight, unworkable, or missing		
Ladder makeshift repairs, signs of deterioration, bent, warped, twisted, or bowed		
Storage Improperly stored		
Identification Marks (CSA) not visible		

**Inspection Results**

Continue Use  Repair  Destroy