



Ladder Safety

This policy applies to all employees, and sub-contractors who use portable or fixed ladders at any / all Control Solutions Ltd. work sites including the offices.

Roles and Responsibilities:

Control Solutions Ltd. Managers and Supervisors have overall responsibility for the proper use of ladders by their employees and contractors. Other contractors are ultimately responsible for the inspection and proper use of ladders under their control. However, all persons on a job site have a duty to ensure the proper use of a ladder.

The supervisor on site is responsible for conducting inspections of ladders and conducting ladder safety training. Any individual who intends to use a ladder is to inspect it prior to use on each shift and after any modification. Any condition that might endanger workers is to be remedied before the ladder is put back into use. If the ladder is not fixable, it must be destroyed to prevent others from using it.

CSA Standard CAN3-Z11

Portable Ladders:

"Preface: This edition differs mainly from the previous edition in that all ladders, regardless of the material of construction must meet the same design and performance requirements.

Detailed design requirements have been developed for each kind of ladder (e.g. step ladder, extension ladder, etc.)".

Definitions and Scope:

All types of ladders are covered by this policy including step ladders, fixed ladders, and job-made ladders.

- ❖ **"Step ladders"** include **industrial step ladders** - 3 to 20 feet / 1 meter to 6 meters (for heavy duty use), **commercial step ladders** - 3 to 12 feet / 1 meter to 3.5 meters (for medium duty such as painting), and **household step ladders** 3 to 6 feet / 1 meter to 2 meters (for light duty).

Ladder Safety Rules:

Control Solutions' LADDER SAFETY RULES are based upon *BC OHS Regulations and Guidelines* for safe ladder use.

Portable Ladders:

A manufactured portable ladder must be marked for the grade of material used to construct the ladder and the use for which the ladder is constructed.

Safe Use Procedures (all ladders):

1. A ladder must be placed on a firm and level base, be positioned so that the horizontal distance from the base to vertical plane support is approximately $\frac{1}{4}$ of the ladder length.
2. All employees climbing ladders must always maintain 3-point contact while on any ladder.
3. It must have sufficient length to project approximately 1 meter (3 feet) above the upper landing to which it provides access.
4. If necessary, a ladder must be secured to ensure stability during use.
5. A worker must **NOT** carry up or down a ladder with heavy or bulky objects, or any other objects which may ascent or decent unsafe.
6. A worker must assess whether the work can be done safely from a ladder without hazard; if not, a platform must be provided.
7. All **Construction Electricians**, all **Service Department Technicians**, and all **Commissioning Technicians** are required to obtain and carry a small piece of rope as part of their **mandatory** tools. These are to be carried in their tool pouches or backpacks for the purpose of hoisting tools and materials up a ladder so that 3-point contact while on a ladder is not compromised.



Eddie McCool, CEO
Date: February 22, 2024



Chad Thomas, President
Date: February 22, 2024