### STEPLADDER SAFETY TIPS

#### Be Prepared
- Choose a ladder about one metre less than the height you wish to reach
- Fiberglass ladders are required for any electrical work
- Inspect ladder for damage before each use (rungs, rails and feet)
- Ensure minimum of a CSA-approved Grade 1 ladder
- Clean the climbing and gripping surfaces if they are soiled
- Fall protection and training may be required when working when feet are more than three metres from the walking surface
- Plan to ensure that:
  - Pedestrian traffic is rerouted
  - Doors close by are blocked open or locked (not emergency exits)

#### Work Safe
- Use only in the fully opened position with the spreader bars locked
- Ensure level ground support for all four of the side rails
- Use the ladder leg levelers if available
- Never place ladder upon unstable bases (boxes, tables, scaffolds)
- Always face the ladder when ascending and descending
- Maintain three points of contact
- No work is to be done higher than the step indicated on the label marking
- Keep belt buckle between the rails while maintaining a firm grip
- Carry tools in a tool belt
- Take your time when descending

#### Finish Right
- Clean the climbing and gripping surfaces if they are soiled
- Tag and remove from service all defective ladders and report to supervisor
- Store protected from the weather, out of the sun and at temperatures below those recommended by the manufacturer
- Secure ladder for safe storage

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**Speak up!**

If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.
HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- **Eliminating** this hazard by using scaffolds or powered elevating equipment whenever possible
- Using the proper ladder for the work
- **Inspecting** ladders on a regular basis
- **Training** on selection, use and maintenance as required by manufacturer
- **Posting** signage on proper use of step ladders

Date: ____________________________ Topic: __________________________________________________

Safety Check Session Leader: _________________________________________________________________

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