

Queen's University Environmental Health and Safety

Date Issued:
January 2025

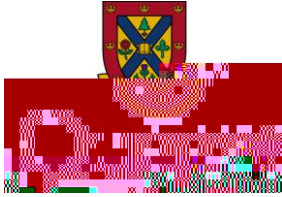
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Metallic or metal type ladders shall NOT be used around electrical energy, components, and sources.

Only use ladders as intended, never use them horizontally as scaffold planks or a runway.

Common causes of ladder accidents include:

- Overreaching.
- Ladder not properly secured.
- Slippery surfaces (feet, rungs, footwear).
- Improper angle and/or setup.
- Unsafe position on ladder.
- Defective/damaged ladder.
- Ladder positioned too close to electrical lines.
- Using ladder in high winds.

10. Step Stools

A

Practical Approach to Ladder Safety
over the following guidelines,

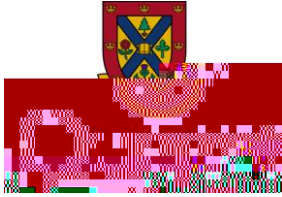
instructions, and complete Appendix C

Step stools must be inspected at least twice year and prior to each use. Appendix A (Inspection Checklist) or equivalent shall be completed on the bi-annual inspection.

Step stools must have

Proper use of step stools:

- Carry objects so as not to impair ability to climb/descend, maintain balance and preserve field of view.
- Keep hands above knee level when reaching downward to grasp objects.
- Keep belt buckle within centre of stool when reaching sideways



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inspection items recommended by a manufacturer, a departmental specific checklist that incorporates these items shall be created and used.

Departments must have a method for ensuring pre-use inspections are being completed. For example, the pre-use inspections could be recorded using the checklist in Appendix A. Alternatively, the Department of Environmental Health and Safety will provide inspection tags, at no cost, that can be attached to the ladder to record pre-use inspections.

If a ladder falls over, is exposed to high heat, fire, or corrosive substances it shall be re-inspected immediately for siderail dents or bends, excessively dented rungs, rung to side rail connection damage, hardware connection damage, possible rivet shear, corrosion, or signs that the strength of the ladder has been compromised. If in doubt, the manufacturer should be consulted.

Where structural damage or other defects are found during an inspection, the ladder or step stool shall be tagged and taken out of service and either discarded or repaired by a person authorised by the manufacturer. If an out of service ladder is to remain in the facility prior to disposal or repair, it must be clearly tagged as being out of service.

Version History

Version 1.0: March 2012 Initial Release

Version 2.0: April 2021 Minor wording and format changes. Strengthened the language around the requirement that all equipment is

Version 3.0: January 2025 General revisions and updating of the inspection requirements to match the latest CSA standard.

Ladder/Step Stool Inspection Checklist

Ladder Type/ID: _____ Location: _____

Damaged or defective ladders must be tagged out of service immediately and reported to your supervisor.

'A' Acceptable or a checkmark 'X' Unacceptable or 'N/A'	Date of Inspection							
Material: W=Wood M=Metal O=Other								

Steps or rungs (No broken, loose, missing).

Nam

Dep

1.

2.

3.

4.

Step Stool Safety Acknowledgement

Name: _____ Staff Student Number: _____

Department: _____

training from my department on the safe use of step stools and will abide by this policy and departmental instruction. that I have received

Signed: _____

Date: _____

Date: _____