

## Queen's University Environmental Health and Safety

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### 1. Introduction

The Standard Operating Procedure (SOP) for ladder safety was developed by the Department of Environmental Health and Safety in accordance with the University's Policy Statement on Health and Safety to ensure compliance with the Occupational Health and Safety Act.

Ladders are commonly used to reach or gain access to higher areas/levels, and, at times, it may be necessary to perform tasks while on a ladder. There are numerous hazards that can, if not properly managed, result in accidents or serious injuries.

### 2. Scope

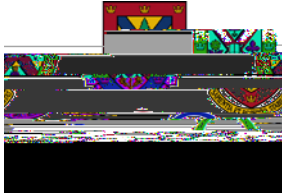
This SOP applies to all university departments, units and/or workplaces on property that is owned, controlled, leased, used, or occupied by Queen's University employees for the purposes of conducting work, including field research sites. The SOP does not apply to home offices or similar locations that have been approved under a remote work arrangement.

### 3. Applicable Legislation

Occupational Health and Safety Act (R.S.O. 1990)

CSA Standard CAN-Z11-18 (RnTd (18)R n (-) TJ ( )Tj EMC /P <</MCID 20 >>BDC T\* ( )Tj EMC

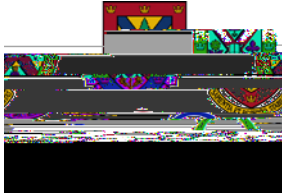
Step Stool - A self-supporting, fixed, or foldable, portable ladder non-adjustable in len



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Trestle Ladder - A self



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viewed the video, they can complete the ladder safety quiz available on the [Department of Environmental Health and Safety website](#)

### 7. Ladder Rating

When selecting a duty rating adequate for your needs, you **MUST** allow for the combined weights of the user, their clothes, their tools, and the materials needed. 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 Queen's University.

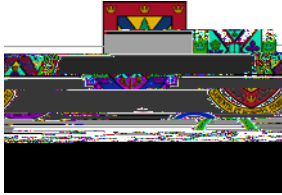
Maximum Load Capacity	Rated Use	CSA Standard	ANSI Standard	Allowed at Queens
170 kg (375 lbs)	<b>Special Heavy Duty</b> Designed for the most demanding industrial and construction applications	Grade 1	Type IAA	Yes
135 kg (300 lbs)	<b>Extra Heavy Duty</b> Designed for frequent use in maintenance, construction,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

### 8. Markings

The primary markings that must be visible on the ladder are:

- x Manufacturer's name or trademark
- x Date of manufacture
- x Nominal length





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Common causes of ladder accidents include:

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

### 10. Step Stools

Users of step stools (including library type rolling step stools) do not have to watch the DVD 'A Practical Approach to Ladder Safety' however, a supervisor or other competent employee must go over the following guidelines, manufacturer's instructions, and complete Appendix B 'Step Stool Safety Acknowledgement'

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 a rating of CSA Grade 1, or ANSI Type I, to be used at Queen's University.

Proper use of step stools:

- x Carry objects so as not to impair ability to climb/descend, maintain balance and preserve field of view.
- x Keep hands above knee level when reaching downward to grasp objects.
- x Keep belt buckle within centre of stool when reaching sideways, do not overreach.
- x Avoid leaning backward while moving objects.
- x Avoid rising on toes when reaching up to place or retrieve objects.
- x Keep both feet on the stool.
- x Avoid applying forceful or jerky pushing/pulling movements when there is the potential for an unexpected reaction.

11. Inspection and Maintenance of Step Stools on the Bi-annual Inspection





**Step Stool Safety Acknowledgement**