Extension Ladder Setup

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	*PPE or Devices Required:*	*Additional Training Required:*
Pinch Points	Eye Protection	
Falls	Steel Toed Boots	
Trips, Slips	Hi Visibility Vest	
Electric Shocks	Spotter	
	Support for ladder	

Safe Work Procedure:

1) Inspect before each use as per inspection procedure.
2) Secure base when raising and never set up ladder when it is extended.
3) Set extension ladder at proper 75.5 degree angle by placing ladder base a distance equal to 1/4 total working length of ladder away from base of vertical support.
4) If the distance is less than 3 feet, place base of ladder a minimum of 3 feet from vertical support.
5) Set the ladder on firm level ground. Do not lean sideways.
6) If on icy or slippery site ensure area is cleared of hazards and ensure non-skid devices or securing feet.
7) Erect ladder with minimum 3 feet extending above roof line or working surface: tie top at support points.
8) Extend top section only from ground, never by bouncing or from the roof.
9) Do not over extend, maintain minimum overlap of sections:
    a. Up to and including 32 feet - 3 feet overlap.
    b. 36 feet - 4 feet overlap.
    c. Over 36 feet and including 48 feet - 5 feet overlap.
10) Do not place on boxes, unstable bases or on scaffold.
11) Do not tie or fasten ladders together to gain additional height.
12) Do not place in front of a door that could open into the ladder causing it to fall.
13) Do not lean the ladder against an overhead door - beware of automatic operation of the door.
14) Whenever possible use a spotter to hold the ladder as added protection & security.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
MB Workplace Safety & Health Act & Regulations: 6 PPE 13.8 Ladders 13.11 Portable Ladders 13.14 Extension Ladders CSA Standard CAN3-Z11-M81 (R2005)	Reviewed By WSH Committee: Date