

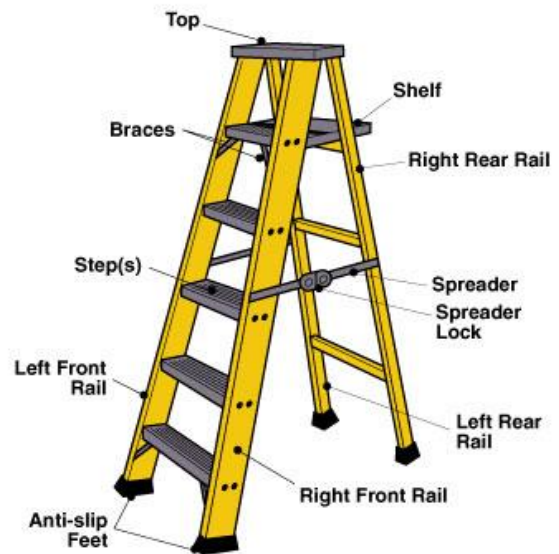
**Portable Ladder Inspections – Continuous or Ongoing**

Saskatchewan's occupational health and safety legislation states requirements regarding ladders (refer to Part 16 of *The Occupational Health and Safety Regulations, 2020*). Under the legislation, a portable ladder is any ladder that is not fixed in place, and includes a stepladder. Prior to using a ladder, a brief inspection should be done in order to ensure it is safe for use.

Ladders are used in many places ...such as maintenance, recreation, materials management/shipping receiving, storage areas and even administration. You might even have a portable ladder at home.

Before you use a portable ladder, do a continuous or ongoing inspection. Your pre-use inspection should include a check of the following to ensure:

- anti-slip feet are in place
- all rails are secure – left, right, front, back
- every step is secure
- all braces are secure
- the shelf is stable and secure
- the spreader and spreader lock are in place and working properly
- there are no items stuck in the feet such as stones or dirt
- there is no grease or oil on the rungs or sides
- there are no missing or loose screws or rivets
- there are no cracked or damaged welds on metal ladders



Use the ladder in the safest way possible by ensuring that:

- the base is level so the ladder doesn't wobble
- the ladder is the appropriate and required length for the job being performed
- as you climb up or down the ladder, ensure you have at least one hand that can hold the rail as this will ensure a good hand grip
- a suitable tool belt is used for handheld tools you need, and properly secure the tool belt to your waist before you begin climbing up the ladder
- you wear appropriate footwear with a closed toe and heel – this helps to prevent losing a shoe or tripping in sandals

**Do not use the ladder** if there are any damaged, bent, missing, worn or broken parts. Take it out of use; attach a note to the ladder so others know it is "out of service". Report it to your manager/supervisor. Refer to your facility's policy and program for additional site-specific information.

Use a fiberglass ladder when it, or a worker handling or using the ladder, may come into contact with an exposed energized electrical conductor. Do not use a metal or wire-bound ladder!

Rules for other ladders (e.g., extension, fixed, construction) are set out in the legislation. Inspect the ladder before each use – check it out – don't use it if it isn't safe.

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**Safety Talk Discussion**

**Be Accountable: Choose safety - work safe - and go home injury free!**