

*We received a call from a local school district with an enquiry about step ladder safety, so we contacted our friends at the Canadian Centre for Occupational Health & Safety. They sent us the following information and attachment ...*

Dear Ms. Tough,

Thank you for contacting the Canadian Centre for Occupational Health and Safety (CCOHS) with your request for the regulations on stepladders in Alberta.

After consultation with technical staff, we are sending you the following comments and references below.

... excerpt from Alberta Occupational Health and Safety Code

[http://employment.alberta.ca/documents/WHS/WHS-LEG\\_ohsc\\_2006.pdf](http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2006.pdf)

#### Portable Ladders

##### Prohibition

**133(1)** A worker must not perform work from either of the top 2 rungs, steps or cleats of a portable ladder unless the manufacturer's specifications allow the worker to do so.

**(2)** Despite subsection (1), a worker may work from either of the top 2 rungs, steps or treads of a stepladder,

- (a) if the stepladder has a railed platform at the top, or
- (b) if the manufacturer's specifications for the stepladder permit it.

#### Manufactured portable ladder

**135** An employer must ensure that a portable ladder meets the requirements of

- (a) CSA Standard CAN3 - Z11 - M81 (R2001), *Portable Ladders*,
- (b) ANSI Standard A14.1 - 2000, *American National Standard for Ladders - Wood - Safety Requirements*,
- (c) ANSI Standard A14.2 - 2000, *American National Standard for Ladders - Portable Metal - Safety Requirements*, or
- (d) ANSI Standard A14.5 - 2000, *American National Standard for Ladders - Portable Reinforced Plastic - Safety Requirements*.

#### Canadian Standards Association (CSA)

<http://www.csa.ca/Default.asp?language=english>

(780) 490-2007

[Excerpt]

<<Step Ladders\_CSA Z11-81.doc>>

Note: This is a brief sample from the standard and there are other sections dealing with step ladders. To view the document you must purchase it directly from CSA

#### American National Standards Institute (ANSI)

[http://www.ansi.org/contact\\_us/contact\\_us.aspx?menuid=contact](http://www.ansi.org/contact_us/contact_us.aspx?menuid=contact)

(202) 293-8020

I trust you will find this information helpful. If you have additional questions after you read this material or if you require more information, please contact the Inquiries Service at 1-800-668-4284.

Yours Sincerely,

Patrick Hughes, Inquiries and Client Services

Canadian Centre for Occupational Health and Safety (CCOHS)

135 Hunter Street East, Hamilton ON L8N 1M5

Tel: 905-570-8094; Fax 905-572-4500, Toll free: 1-800-668-4284

[patrickh@ccohs.ca](mailto:patrickh@ccohs.ca), <http://www.ccohs.ca>

## Z11-M81 Portable Ladders REAFFIRMED 2005

### Schedule Appendix B Step Ladders

Note: *This Appendix is not a mandatory part of this Standard and is included for information purposes only.*

#### Proper Selection

- (1) Select ladder of proper length to reach working height.
- (2) Select ladder grade by projected use and load rating.

#### Table

Grade	Projected Use	Load Rating
1	Construction and Industrial	Heavy
2	Tradesman and Farm	Medium
3	Household	Light

#### Inspection

- (1) Inspect upon receipt and before each use; never climb a damaged, bent or broken ladder; all working parts must be in good working order.
- (2) Make sure all rivets and joints, and nuts and bolts are tight; feet, steps and rungs are secure; and spreader and pail shelf function properly.
- (3) Keep ladder clean, free from grease, oil, mud, snow, wet paint, and other slippery material. Keep your shoes clean; leather soles should not be used.
- (4) Never make temporary repairs of damaged or missing parts.

#### Proper Set-Up

- (1) Danger! Metal ladders conduct electricity.
- (2) Do not let ladders of any material come in contact with live electrical wires.
- (3) Place on firm level surface with a secure footing. Do not use on slippery surfaces. Do not place on boxes, unstable bases, or on scaffolds to gain additional height. Do not place in front of door opening toward ladder.
- (4) Make sure ladder is fully open, spreaders are secure, and pail shelf is in position.

### Proper Climbing and Use

- (1) Do not use ladders if you tire easily, are subject to fainting spells, are using medicine or alcohol, or are physically handicapped.
- (2) To protect children, do not leave ladder set up and unattended.
- (3) Face ladder when climbing up or down; keep body centered between siderails.
- (4) Maintain a firm grip. Use both hands in climbing.
- (5) Never climb ladder from the side unless ladder is secured against sidewise motion.
- (6) Do not overreach; move ladder when needed.
- (7) Do not "walk" or "shift" ladder when standing on it.
- (8) Do not stand, climb, or sit on ladder top, pail shelf, braces, or back section.
- (9) Do not overload; ladders are meant for one person. Do not use as brace, platform, or plank.
- (10) Keep ladder close to work; avoid pushing or pulling off to the side of ladder.

### Proper Care and Storage

- (1) Store ladder in a safe and dry place.
- (2) Properly secure ladder while in transit.
- (3) Never store materials on ladder.
- (4) Never paint a wood ladder; treat at frequent intervals with wood preservative or clear coating (on wood ladders only).
- (5) Keep ladder clean and free of all foreign materials.
- (6) Destroy ladder if broken, worn, or if exposed to fire or chemical action.
- (7) Plastic reinforced ladders may be affected by prolonged sunlight exposure which can cause glass fibre prominence. If this occurs, the ladder can be cleaned with a suitable solvent or detergent and coated with acrylic lacquer or polyurethane. Consult the manufacturer about any serious problems.

*You will also find information about the use of ladders in libraries in the CCOHS publication – Health & Safety Guide for Libraries.*

*Following is an excerpt from that publication ...*

## **Ladders**

Libraries use small, portable ladders and other devices to work at elevated levels. These include

- fixed stair
- stair ladders
- portable stairs
- step ladders
- step stools/kick stools, and
- rolling ladders

INSPECT ladders before each use for:

- missing, cracked, split, worn, loose or broken rails, braces, steps or rungs (they are loose if they can be moved by hand)
- sharp edges on rails and rungs
- twisted or distorted rails
- loose nails, screws, bolts, and hinges
- rough or splintered surfaces
- damaged or worn non-slip feet
- excessive wear, especially on treads

USE a ladder designed for your task. Consider strength, type and if ladder meets appropriate safety codes.

LOCATE ladder on firm footing clear of major library traffic areas.

ENSURE that ladder is correct height.

ENSURE that steps are deep enough to fit the length of your feet.

ENSURE that ladders have slip free rubber feet.

DO NOT MAKE temporary or makeshift repairs on ladders.

DO NOT TRY to straighten or attempt to use bent or bowed ladders.

TAKE defective ladders out of service.

## **Working on Portable Ladders**

FACE the ladder when going up or down and when working from it.

KEEP the centre of your body within the side rails.

REACH only for items directly in front of you.

LOCK ladder into place.

PLACE ladder on an even surface, free from clutter.

ENSURE that the ladder is fully open and stable before climbing.

INSPECT ladders regularly for defects or excessive wear.

DO NOT stand on the top step.

DO NOT over reach from ladder. Move as required.

DO NOT wear high heels when climbing.

*Passed along from one of our library clients – good, sturdy step ladders available at London Drugs ...*



Two Step Ladder: \$31.99  
London Drugs Brand, Model WR2063  
Size: 47 x 57 x 76 cm  
London Drugs Item Number 1081157



Three Step Ladder: \$49.99  
London Drugs Brand, Model WR2047B  
Size: 55 x 64 x 124 cm  
London Drugs Item Number 1081165