

Title: Standard Operating Procedure for the Use of Ladders and Elevated Platforms		
SOP No. 17-008	Version: V1.0	Date: 02 February 2017
Campus: Woodroffe	Section: Physical Resources	Authority: M Lévesque

ALGONQUIN COLLEGE

Woodroffe Campus

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Standard Operating Procedures  
for  
The Use of Ladders and Elevated Platforms

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**Publication History**

Issue	Description of Changes	Implemented By	Date
1	Initial Issue		02 Feb 2017

This document shall be reviewed at least annually, with revisions to be published once authorized. Any suggestions for corrections or revisions must be forwarded, in writing, to the author of this SOP

## 1. PURPOSE

This document is issued to supplement Algonquin College's Fall Protection Program as revised in January 2017,

## 2. INTRODUCTION

This document is intended to assist readers in ensuring all reasonable precautions are taken when selecting, using and maintaining portable ladders and elevated platforms. In addition to all documented requirements individuals are reminded that they are required to follow industrial best practice and to use common sense any time they are required to work at heights. In each operation accordingly.

## 3. SCOPE

This SOP applies to all Physical Resources (PR) staff and all contractors and service providers conducting activities on College properties, including any and all sub contractors.

## 4. DEFINITIONS

**Barrier:** A temporary device that is designed, constructed and employed to deter individuals from accessing or entering a defined area.

**Operator:** Any individual who is using a portable ladder to perform a task.

**Spotter:** An individual who has been specifically trained on what to observe and the appropriate actions to be taken to effectively control the area around a ladder. Spotters must be fully engaged in their duties and are not to be distracted by cell phones or other devices that will deter them from ability to manage the area.

## 5. HEALTH AND SAFETY

All activities will be conducted in accordance with the appropriate legislative requirements as well as all College policies and procedures.

As representatives of the College any and all project managers, or any individual given the responsibility to ensure that a particular task is completed, shall exercise the same responsibilities of the employer and supervisor.

## 6. RESPONSIBILITIES

01. Employers shall ensure;
  - a written program is in place,
  - that safe work practices have been developed for individual tasks,
  - supervisors and workers are trained,
  - that appropriate equipment is being used,
  - that guardrails are used when applicable,
  - a Fall Restraint system is in place when applicable,
  - that if a Fall Restraint cannot be used, ensure a Fall Arrest system is in place,
  - that an appropriate Control Zone procedures are in place if the above are not appropriate,
  - that all equipment is safe, maintained, inspected and used correctly, including ladders, stands and platforms,

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- that risk assessments of all hazard potentials are done prior to work commencing and
- that all programs and documentation are reviewed and updated as required at least annually or more frequently if required.

02. Supervisors shall;

- review the all applicable safety programs and documentation,
- investigate any hazards or potential hazards and make recommendations to maximize safety for all,
- advise workers on any existing or potential hazards,
- ensure workers are following the applicable programs,
- ensure workers work in a safe manner, and according to their training,
- keep records of all workers trained for the for the particular tasks to be performed,
- ensure all workers affected, read and have access to a copy of the applicable programs,
- ensure that all workers are provided with the appropriate equipment,
- ensure all workers inspect, maintain, and use the equipment in the recommended methods and
- enforce all applicable procedures.

03. Workers shall;

- review the applicable programs and documentation,
- follow all Fall Protection Program procedures,
- perform work as per their training,
- inspect and maintain all task related equipment,
- report any hazards or potential hazards to their supervisors and
- ensure the equipment is used and stored as the per current policies, procedures and manufacturer recommendations.

## 7. SPECIFIC PROCEDURE

01. Given the inherent risks associated with working at heights and the unpredictability of pedestrian traffic every effort must be taken to minimize the potentials for accidents including but not limited to the following;
- a) An appropriate **barrier** shall be used whenever a ladder or elevated platform is deployed. When high levels of pedestrian traffic are of a concern, in addition to the barriers a **spotter** shall be employed to ensure that no one crosses the barriers.
  - b) When the **operator** has an obstructed view of traffic a spotter and barriers shall be provided to control the area. An obstructed view would exist when an operator does not have a 360° view of all approaches to the work area.
  - c) When working on a portable ladder a spotter is required when an operator is at a standing height greater than 2 meters (6.6 feet).
  - d) Portable step ladders shall never be used to transfer an operator from one surface to another.
  - e) Never climb a step ladder while it is closed and leaning against anything for support.
  - f) Portable ladders shall only be used when all legs have been fully extended and on a firm supportive surface.
  - g) When using an extension ladder to transfer from one surface an operator shall ensure another individual secures the ladder until the transfer is complete. Every option must be explored to properly secure extension ladders at top and bottom when being used as a means of accessing other surfaces.

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- h) Appropriate PPC/E must be worn by both the operator and spotter including but not limited to;
- Head protection
  - Safety Glasses
  - Safety Boots
  - High Visibility Safety Vests
  - Safety harness and lanyard
- i) No individual shall exceed the load rating of the ladder or elevated platform. Operators are reminded that the loaded rate includes the weight of the operator with full PPC/E, any tools being employed and any transfer weight from the activity being conducted.
- j) Ladders and elevated platforms shall not be left unattended in public areas. The potential for unauthorized use by others constitutes a safety issue. When not required ladders and elevated platforms shall be secured in an appropriate manner to prevent the unit from being used by others.
- k) All ladders and elevated platforms shall have a visible, current inspection tag attached to the device. Electronic bar or QR codes will be acceptable if the information is readily available to the operator.
02. Any contravention of policy, standard operating procedures, manufacturer's instructions or industry best practices may result in an immediate cease and desist order. In addition, violations shall be documented and forwarded to the appropriate supervisor for disciplinary action.
03. When documents use words such as should, may or recommend they shall be considered as a mandatory requirement.

## 8. FORMS/TEMPLATES TO BE USED

Where Forms/Templates are referenced in the text, the numbers and titles must be listed under this section (i.e. Hot Work Permits, Confined Space Entry Permits etc.)

## 9. REFERENCES

### Internal References

Fall Protection Program (Algonquin College as revised January 2017)

### External References

Occupational Health and Safety Act / Regulation

## 10 Annex List

None attached.