

## **ENVIRONMENTAL HEALTH AND SAFETY PROCEDURE 2.1.2 – LADDERS, SCAFFOLDS AND PERSONNEL LIFTS**

### **LADDERS**

Workers requiring access to elevated locations using a portable ladder are often exposed to the risk of falling. In order to reduce this risk, the use of permanent fixtures (e.g. catwalks, etc.) or a mobile ladder stand (work platform) should be used whenever possible. When this is not feasible, the use of an appropriate portable ladder in conjunction with safe work practices can reduce this risk.

The following practices should be reviewed and followed by all persons when using a portable ladder to prevent injuries. Once these practices have been reviewed, persons are considered trained to use portable ladders.

- Inspect the condition of rails, braces, steps and rungs and tag defective ladders so they are out of service and cannot be utilized. Do not make temporary repairs.
- Always face the ladder and maintain 3-point contact when climbing up or down and when working from the ladder.
- Clear debris, tools and other objects from the area where the ladder will be placed to ensure the ladder is secured on firm footing with non-slip feet.
- When erecting a straight/extension ladder it should be 1 foot out for every 4 feet in height to the point the ladder touches the wall.
- Fiberglass ladders must be used when working on or in proximity to live electrical equipment, including changing light bulbs.
- A ladder should be held in place by one or more workers while being used if it exceeds 6 metres (19 feet) in length and is not securely fastened or is likely to be endangered by traffic.
- When not securely fastened, the ladder should be inclined so that the horizontal distance from the top support to the foot of the ladder is not less than 1/4 and not more than 1/3 of the length of the ladder.

Note: Individuals that tire easily, are prone to fainting spells, are taking medication or have a physical handicap that would prevent them from using a ladder in a safe manner should not use ladders.

## **SCAFFOLDS**

No person is permitted to use a scaffold on Peel District School Board of Education property that has not been erected by ***trained*** staff. Likewise, anyone using a scaffold must receive scaffold training. Training may be arranged through the Health, Wellness and Safety Office. Custodians are not authorized to use scaffolds.

## **PERSONNEL LIFTS**

The Occupational Health and Safety Act defines this equipment as a "lifting device" and requires that anyone operating it be a "competent person". As defined by the Act, competent includes knowledge of the equipment as well as the Act and Regulations.

No person in the Peel District School Board shall use the hydraulic lifts unless he/she has received training. Training must be refreshed **every three years** and can be obtained by contacting the Health, Wellness and Safety Office.

Control of the personnel lift equipment will remain the responsibility of the Principal, who will retain the key to the equipment and will authorize the release of the key to ***trained academic staff only***. Staff must show proof of current training (such as a training certificate or wallet card) to the Principal in order to receive the key. Principals will inform staff of these procedures. Custodial staff are trained separately by the Facilities Services Department and can access the key and use the lift as required.

All persons using a personnel lift must inspect the lift prior to use, as consistent with their training. If any malfunction is suspected, the keys must be returned to the Principal with the message that the lift has malfunctioned. A tag marked "DANGER – Do Not Use" must be placed on the equipment and a Maintenance Work Order submitted for repair.

All persons using a personnel lift must wear a size-appropriate safety belt, attached to a travel restraint lanyard which is secured to the lift. Close-toed, low heel footwear is recommended. Users must never attempt to climb the guardrails of the lift, or extend their reach so far as to risk falling out of the lift. Safety belts and lanyards are supplied with each personnel lift. It is also advisable to use a lift with a second person who can remain at floor level to monitor the safety of the person using the lift.

Schools that do not have their own lift but who anticipate a need to use a lift may request one by submitting a Maintenance Work Order. A lift will be delivered to the school by the Maintenance department. Schools are advised to submit their requests well in advance to ensure a lift is available. Schools requesting use of a lift must ensure that a trained teacher or school administrator is available to operate the lift.

## **STUDENTS**

Students are not permitted to climb portable ladders above a height that would place their feet more than 3 metres (9.5 feet) above the ground. If access is required by a student above a height of 3 metres, a personnel lift or scaffold must be utilized.

Students are not permitted to erect or dismantle scaffolds.

Students are not permitted to USE scaffolds or personnel lifts unless:

*Sect 2.1.2*

*Approved 1995*

*Revised 1997, 2007, 2008, 2010, 2011, 2013*

1. The student has received training from Health, Wellness and Safety, a trained teacher or trained school administrator\*, and
2. The student is supervised by a trained teacher or trained school administrator while using the scaffold or personnel lift.

\* If student training will be done by teacher or administrator, please contact Health, Wellness and Safety to obtain the training information. Copies of the written quiz and practical evaluation must be returned to Health, Wellness and Safety once complete.