

SAFE WORK PERMIT- SAFE USE OF STEPLADDER/PORTABLE LADDER

Completion of this permit is mandatory before undertaking any job that requires the use of a stepladder or portable ladder **WITHOUT GUARDRAILS or FALL PROTECTION as per Hazard Management Level 2 to 3**. This permit must be completed by the qualified employee performing the job for 30 minutes work and less. If work duration is being expected to be more than 30 minutes (but not more than 1 hour continuous work) the SWP must be reviewed and approved by a supervisor or leadhand or qualified hourly employee authorized by the site.

Validate application of the following control measures BEFORE completing the SWP:

Level 1- Assess the possibility of performing job from ground level (e.g. use an extendable tool, work from a fixed catwalk, etc.)

Level 2- If not possible, consider performing job from a mobile platform equipped with guardrails and handrails, or from a man basket or scissor/boom lift, or from a scaffolding equipped with guardrails

Level 3.1- If not possible, validate if work can be done ≤ 4' above ground level with stepladders with platform and 36" minimum extension handrails over the platform level- **IT'S FORBIDDEN TO WORK ON THE RUNGS**

Level 3.2- If not possible, consider installing a fixed or portable anchor point accessible from the ground or a platform attached to a structure able to support 5,000 lb, with a fall-arrest system (harness + self-retractable lanyard) before climbing up the ladder or stepladder.

Level 4- If not possible, complete this safe work permit and apply all mandatory fall control measures

Execution of work

Name of employee/contractor: _____ Department: _____
 Date of work: _____ Permit issuer: _____
 Type of job: _____ Issuer's function: _____
 Work height: _____

Type of equipment required:

Portable ladder: Yes No **Length required:** _____
Stepladder: Yes No **Height required:** _____

Mandatory control measures: (employee and permit issuer must validate each of the control steps)

		Yes	N/A
1	Portable ladder or stepladder is of industrial grade Grade I (according to current Provincial/OSHA regulations) and visual inspection revealed no defects.		
2	While climbing up/down, 3-point contact will be maintained at all times, with a firm grip (non-slip gloves) on the ladder rungs/stepladder rails. HANDS WILL BE FREE (no tools or objects). If tools are required, they will be carried in a case or hoisted up in an appropriate container once work height is reached.		
3	While working from the portable ladder or stepladder, employee will maintain 3-point contact (2 feet + 1 hand) and use his free hand to handle his tools. If not possible, fall protection will be used once in work position. If not possible, work will be stopped immediately.		
4	While working from the portable ladder or stepladder, employee will always keep his body near the middle of the rails, facing the ladder/stepladder. If not possible, fall protection will be used once in work position. If not possible, work will be stopped immediately.		
5	Ladder or stepladder is positioned so employee can face his job and not have to twist or work sideways. Also, all openings in the floor are protected, and risks of being struck by (door being opened, passageways or other locations where a person or vehicle could hit the ladder) have been controlled (e.g. barricades installed, area taped off, or doors closed/locked).		
6	Ladder or stepladder feet are on a firm, level and non-slippery surface. Both rails are firmly supported and extend at least 3 feet at the top, and clearance is at least 6" behind the rungs.		
7	Portable ladder will be maintained firmly in place by one or more persons, if it is not solidly tied off by some other means (cable, etc.) to keep it from moving.		
8	Portable ladder or stepladder is sheltered from any impact or slip that could put it off balance.		
9	Portable ladder or stepladder is of adequate length so worker can do his job without having to step on the last 2 rungs or steps.		

Signatures: I confirm that all applicable controlling measures to prevent falling from the portable ladder or stepladder have been checked on the job site, and will be maintained all through the job.

Approvals:

Issuer signature (work duration > 30min): _____ Date : _____

Qualified Employee signature: _____ Date : _____

Once completed, return this permit to your local Health & Safety Department