

PERMIT FOR THE USE OF STEPLADDER/PORTABLE/EXTENSION LADDER

Completion of this permit is mandatory before undertaking any job that requires the use of a stepladder or portable ladder, regardless of work height. This permit must be reviewed and approved by a manager, supervisor, STL, lead hand or qualified hourly employee authorized by Coosa Pines Mill.

Validate the following control measures BEFORE AUTHORIZING the use of a portable ladder or stepladder:

- a) **Assess the possibility of performing job from ground level (e.g. use an extendable tool, work from a fixed catwalk, etc.)**
- b) **If not possible, consider performing job from a mobile platform equipped guardrails and handrails, or from a man basket or scissor/boom lift, or from a scaffolding equipped with guardrails**
- c) **If not possible, consider installing a 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 + retractor) before climbing up the ladder or stepladder**
- d) **Complete this permit and apply appropriate 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 (according to current Provincial/OSHA regulations), made of fibreglass, 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/her 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/her 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/her job without having to step on the last 2 rungs or steps.		

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

Approvals:

Issuer signature: _____ Date: _____

Employee signature: _____ Date: _____

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