







Program/Services Trades, Facilities		Document ID RSS 18.14.5	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used CSA-approved protective footwear Safety glasses (when overhead work/tools present) Work gloves (handling, transport, setup) Fall protection equipment, <i>where required by task/hazard assessment (details governed by TRU Fall Protection SWP)</i>	Training Requirements Task-specific training on selection, inspection, setup, use, and storage of ladders, work platforms, and scaffolds, with supervisor verification of understanding and records retained.	Applicable Documents RSS 18.14.5a Ladder Pre-Use Inspection Checklist RSS 18.14.5b Scaffolding Pre-Use Inspection Checklist Manufacturer instructions/labels for equipment in use (must be legible).	Creation Date: October 2011
			Effective Date: 11 March 2026
			Next Review: March 2027
			Revision no.: 5 Reviewer: Safety Technician

HAZARD IDENTIFICATION — VISUAL SUMMARY

WORK AT HEIGHT	SLIPS / TRIPS	ELECTRICAL HAZARD
		
Maintain three-point contact; keep body between side rails; do not over-reach. Ensure stable, level base and correct 4:1 setup angle for straight/extension ladders. Wear fall protection when required.	Keep floors clean and dry; remove oil, grease, and debris.	Do not work on energized electrical equipment unless authorized and controlled under an approved electrical safety procedure Follow lockout/tagout procedures. Survey for electrical conductors; use non-conductive ladders where electrical risk exists.
STRAINS / MSI	FALLING OBJECTS	EQUIPMENT DEFECT
		
Use proper lifting technique and ergonomics. Use mechanical aids for heavy or awkward loads.	Secure tools and materials; stay clear of overhead hazards.	Perform required pre-use inspections; verify safety devices; remove damaged equipment from service and tag out.

PURPOSE

Provide TRU-wide requirements for safe selection, inspection, setup, use, and storage of ladders, temporary work platforms, and scaffolds to prevent falls, strains/MSI, electrical contact, and struck-by incidents, aligned with WorkSafeBC OHSR Part 13 (Ladders / Work Platforms / Scaffolds), Part 8 (PPE), and Part 4 (General Conditions)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective footwear appropriate to task/surface conditions (mandatory).

Eye/face protection where overhead work, debris, or tool use presents exposure.

Gloves for handling/transport; remove if they reduce grip on rungs/rails.

Fall protection equipment, where required by task/hazard assessment; fall-arrest/restraint procedures, anchor ratings, rescue, and training are governed by TRU's Fall Protection SWP

TRAINING REQUIREMENTS

Orientation and task-specific instruction covering types/ratings, selection, pre-use inspection, setup (including angle/stability/guarding), use restrictions, storage, and defect tagging.

Supervisor documents orientation/training and keeps records per OHSR 3.23–3.25 (young/new worker orientation, additional training, documentation).

PRE-USE REQUIREMENTS

Inspect before each use: structure, rungs/steps/deck, feet/shoes, locks, braces, ropes/pulleys, castors; tag out and remove defective units.

Confirm selection: correct type/grade/length; non-conductive design near electrical hazards; manufacturer label present/legible.

Set on a firm, level, stable base; secure top/bottom as feasible; maintain clear access/egress.

Straight/extension ladders: use 4:1 angle; extend ≥ 0.9 m (≈ 3 ft) above landing when used for access.

Work area controls: remove slip/trip hazards; manage pedestrian traffic; ensure adequate illumination.

Electrical check: maintain safe distances to energized conductors; prefer fiberglass near electricity.

SAFETY RULES - LADDERS

- Climb facing the ladder; maintain three-point contact at all times.
- Keep belt buckle between stiles; do not over-reach—climb down and reposition.
- One person only on a ladder (unless manufacturer specifically allows otherwise).
- Do not move or “walk” a ladder while occupied.
- Do not stand on top cap/top rung; follow manufacturer’s highest standing level.
- Use tool belts/hoists; do not carry bulky loads while climbing.
- Remove from service if any component is damaged/unsafe.

SAFETY RULES – WORK PLATFORMS

- This section applies to temporary work platforms that are not part of a scaffold system and are used as access or working surfaces.
- Platforms must be stable, fully planked, and provide adequate access/egress.
- Guardrails required where exposure exists; openings guarded; components secured against slip.
- Keep platform surfaces clear of debris; control overhead and electrical hazards in the work zone.

SAFETY RULES – SCAFFOLDING

Design & Selection

- Scaffolds must be used per manufacturer data or professional engineer instructions; rated load and erection procedures must be available/posted.
- Engineer design required if the scaffold exceeds: (a) 2× expected max load without exceeding allowable unit stresses; and (b) 4× expected max load without overturning.

Scaffold Platform Requirements

- Minimum width 500 mm (≈20 in); planks laid tight full width when ≥ 2.4 m (8 ft) above a surface; guardrails where required.
- Adequate access must be provided; no unguarded openings; secure each component against slipping.

Location, Erection, Stability

- Assess ground/floor conditions, overhead wires, obstructions, elevation changes, and tie-in locations before erection.
- Use base plates / mudsills; ensure plumb, level, square; install braces, pins, screw jacks, and fittings as specified.
- Guy/secure to structure as required; ensure compatibility of components; do not overload.

Inspection & Documentation

- Pre-inspection by a competent worker before use (components straight, no damage/rot/delamination, locks and brakes functioning).
- Final inspection by a competent worker; written confirmation the scaffold is erected per design drawings; keep design & statement accessible while erected.

- Daily checks recorded on the TRU Daily Scaffold Inspection Checklist (Appendix B).

Dismantling & Maintenance

- Dismantling under competent supervision; follow manufacturer instructions; inspect components after use; do not drop components.
- Clean, repair, and store under cover to prolong life and prevent unauthorized climbing.

HOUSEKEEPING

- Store ladders dry/secure; protect scaffolds and platforms from damage/contaminants; maintain clear, dry floors and approaches.
- Tag/segregate defective equipment until repaired or disposed.

HANDLING PROCEDURES

- Transport: carry ladders low and forward; team-lift long/heavy ladders.
- Work positioning: keep navel between rails; climb down to reposition; avoid over-lean.

HAZARD CONTROLS — DETAILED TABLE

Hazard	Control Measure
Working at Height / Fall Hazard	Select correct access method; for ladders use 4:1 angle and secure; maintain three-point contact; obey highest-standing rules; guardrails on platforms/scaffolds as required.
Slips / Trips	Keep approaches clear/dry; use suitable footwear; do not use on slippery/unstable bases.
Electrical Hazard	Survey for conductors; use non-conductive ladders near energized parts; maintain safe clearances.
Strains / MSI (handling/over-reach)	Team-lift long ladders; store at accessible heights; avoid over-reach—reposition instead.
Falling Objects	Do not place tools on top/caps; use tool belts/hoists; control pedestrian traffic below.
Equipment Defect	Pre-use inspections; remove/label defective equipment; follow manufacturer instructions.

RECORDS/VERIFICATION OF UNDERSTANDING

- Training & verification: supervisor maintains orientation/training and verification of understanding; records retained per department practice.
- Equipment inspections: pre-use checks documented on TRU Ladder and TRU Scaffold inspection forms (*Appendices A & B*).

WORKING ALONE

Students are strictly prohibited from working alone in any lab or shop. If an employee anticipates isolation during work activities, a Working Alone assessment and check-in procedure must be implemented per TRU policy.

ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safe Work Procedure annually to ensure it remains current and effective. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted during this review.

A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident occurs involving operation.
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APPLICABLE OCCUPATIONAL HEALTH AND SAFETY REGULATION (OHSR)

SWP Section	Requirement Met	WorkSafeBC Regulation Reference
Pre-Use / General Ladder Rules	Manufactured ladders; position & stability; use restrictions	Part 13 — Ladders: 13.4, 13.5, 13.6
Work Platforms (general)	Access; general platform requirements	Part 13 — Work Platforms: 13.7, 13.8
Scaffolding (general)	Responsibilities; platform requirements; stability; connections; electrical	Part 13 — Scaffolds: 13.13–13.19
Housekeeping	Clean floors; remove slipping hazards; safe access/egress	Part 4 — General Conditions: 4.39–4.42; 4.32–4.33
PPE and Clothing Requirements	Clothing/accessories; eye/face; footwear	Part 8 — PPE: 8.10, 8.14–8.17, 8.22
Training / Records	Orientation, additional training, documentation	Part 3 — Rights & Responsibilities: 3.23–3.25

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	Oct 2011	NEW	OHS Officer
2	Aug 5, 2014	Review and Revision	Safety Officer
3	Apr 17, 2019	Review, Revision and New Format	Safety Officer
4	Aug 22, 2024	RSS update	Safety Advisor
5	March 2026	Title updated to “Ladders, Work Platforms and Scaffolding”; creation date added to header; PPE scoped (“where required”); ladder content consolidated to “General Ladder Safety Rules”; added explicit “Work Platforms” section; scaffold platform requirements consolidated; wording modernized (no requirement removed); inspection forms moved to appendices.	Safety Technician

LADDER PRE-USE INSPECTION

Inspection must follow Manufacturer Specifications & OHSR Part 13 Requirements
Appendix A

Inspector:			Department:		
Type: Straight Extension Step <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Duty Rating: (CSA/ANSI) <input type="checkbox"/> Confirmed <input type="checkbox"/> Not Legible		Material: Fiberglass Aluminum Wood <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Location:			Date:		Ladder ID:
Check boxes accordingly: OK = No Issues NO = needs attention / repair N/A = not applicable					
GENERAL CONDITION		Status OK NO N/A		FEET / STABILITY / SETUP	
Side rails intact (no cracks, bends, delamination)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Non-slip feet present and secure	
Rungs / steps secure and undamaged		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Base firm, level, and stable	
No corrosion, sharp edges, or missing hardware		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Ladder secured against displacement (where required by location or task)	
Manufacturer labels legible		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		4:1 angle and $\geq 0.9\text{m}$ extension (if applicable)	
Clean and slip-resistant surfaces		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		ELECTRICAL & ENVIRONMENT	
HARDWARE & MOVING PARTS		Status OK NO N/A		Non-conductive ladder used near electrical hazards	
Spreaders / hinges lock (step ladders)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Area clear; lighting and conditions acceptable	
Locks, rope, pulley OK (extension ladders)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
STATUS: <input type="checkbox"/> SAFE TO USE <input type="checkbox"/> RESTRICTED USE <input type="checkbox"/> UNSAFE – TAGGED OUT					

Corrective actions :	Inspector Signature
Tag or Locked Out Procedure <i>If any item is marked NO remove ladder from service, tag and report immediately. Notify Supervisor/Management. Do not use the ladder until it has been repaired</i>	
Date and Time :	
Comments :	

SCAFFOLDING PRE-USE INSPECTION

Inspection must follow Manufacturer Specifications & OHSR Part 13 Requirements
Appendix B

Inspector:		Department:	
Type: Frame System Rolling <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Location:		Date:	
Check boxes accordingly: OK = No Issues NO = needs attention / repair N/A = not applicable			
SITE & BASE	Status OK NO N/A	STRUCTURE & CONNECTIONS	Status OK NO N/A
Base firm and level; base plates/mudsills used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Frames/posts/tubes undamaged	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Scaffold plumb, level, and square; no settlement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Bracing and couplers secure; components compatible	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PLATFORMS & GUARDING	Status OK NO N/A	Tie-ins/guys installed as required (height, configuration, or manufacturer specifications)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fully planked; minimum platform width met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	MOBILE / ROLLING (IF APPLICABLE)	Status OK NO N/A
Guardrails and toeboards installed where required	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Casters locked; brakes applied when occupied	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
No unguarded openings	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Outriggers installed as required; no riding during relocation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ACCESS & ENVIRONMENT	Status OK NO N/A		
Safe access provided; no climbing on braces	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Clear of electrical hazards; weather acceptable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
STATUS: <input type="checkbox"/> SAFE TO USE <input type="checkbox"/> RESTRICTED USE <input type="checkbox"/> UNSAFE – TAGGED OUT			

Corrective actions :	Inspector Signature
Tag or Locked Out Procedure <i>If any item is marked NO remove scaffolding from service, tag and report immediately. Notify Supervisor/Management. Do not use the scaffolding until it has been repaired</i>	
Date and Time :	
Comments :	