

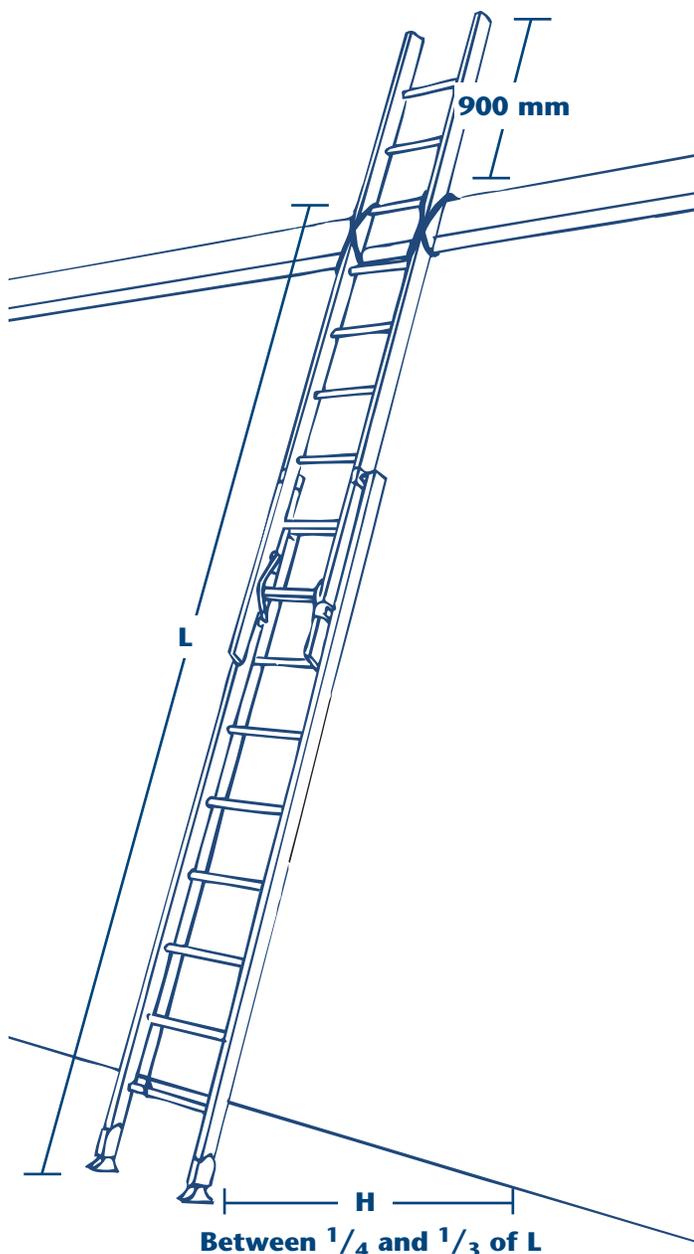
Written by the Technical Committee of the film and video industry's joint sector-based working group and produced by the Commission de la santé et de la sécurité du travail du Québec.



ASSOCIATION DES
PRODUCTEURS DE
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TÉLÉVISION DU
QUÉBEC

Portable ladders and stepladders

1. Portable ladders and stepladders must be designed, built, maintained and used in such a manner as to avoid compromising workers' safety. Ladders must comply with *Portable Ladders*, CAN3-Z11-M81, class 1, and must not be used continuously for more than one hour.
2. A portable ladder or stepladder and its accessories must be chosen according to the work to be carried out, and the capacity of the ladder or stepladder must not be exceeded.
3. Never attempt to reach a point far away from a portable ladder or stepladder and always keep your body at the centre of the rungs.
 - Never stand on the top two rungs of a portable ladder or stepladder. Never stand or sit down on the top of a stepladder.
4. The side rails must be used as resting points, never the rungs. The ground on which the ladder stands must be flat and not slippery.
5. Never use a portable ladder or a stepladder on a platform or scaffolding, whether fixed or mobile.
6. As shown on the figure opposite, a ladder that is not permanently secured must be at an angle such that the horizontal distance (**H**) between the foot and the top resting point is between $1/4$ and $1/3$ of its working length (**L**).
7. When a portable ladder is not secured at a fixed point, someone must hold it.
8. When used as a means of access, a portable ladder must extend at least 900 mm above the upper landing.
9. In climbing or descending a ladder, face the ladder and have your hands free. A rope must be used for carrying tools or materials.
10. Before deploying or using a portable ladder or a stepladder, always check first that there is no danger from nearby electrical installations. It is prohibited to use an aluminum ladder or stepladder near live electrical equipment or wires. It is recommended that a ladder or stepladder made of materials that do not conduct electricity, such as wood or fiberglass, be used.



11. When ladders are built on site:
- The wood used must be straight grain, without knots, sharp edges, splinters or cracks;
 - The ladder must not be longer than 9 m and the side rails must be spaced at least 300 mm apart;
 - The dimensions of the side rails must be 40 mm x 90 mm for ladders 5.8 m long or shorter, and 40 mm x 140 mm for ladders longer than 5.8 m;
 - The rungs must be 25 mm x 100 mm (nominal dimensions) and rest on cleats. The rungs must be spaced at most 300 mm apart;
 - The wood must not be covered with any paint or opaque coating.
12. The maximum length for an extension ladder with two or more sections is 15 m.

References

Canadian Standards Association. *Portable Ladders*. Rexdale, Ont., CSA, 1982, 45 p. (CAN3-Z11-M81).

Québec. *Safety Code for the construction industry*, S-2.1, r. 6.

Note. – The information contained in this guideline is not exhaustive and does not replace current standards, laws and regulations.