



Mid-West Planning District

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POLICY

Title	Working Alone, Inspections and Ladder Use
Policy #	6-2021
Issue Date	April 1, 2021
Resolution	42/21
Authority	Mid-West Planning District Board; Manitoba Workplace Safety and Health Act; Manitoba Workplace Safety and Health Regulations; Manitoba Regulations
Repeals Policy #	n/a

SUBJECT / APPLICATION: Mid-West Planning District (MWPD) recognizes the importance of keeping employees safe and providing a safe work environment, while also recognizing that employees are required to enter into unknown risk areas to complete their role.

This policy is intended to make those unknown risks as safe as possible.

LEGAL AUTHORITY / RELEVANT BY-LAWS: The implementation of this policy will be by resolution of the Board of the Mid-West Planning District.

Manitoba Workplace Safety and Health Regulation, Part 9, Working Alone or in Isolation

Section 7.4(5)(e) of The Workplace Safety and Health Act

Workplace Safety and Health Regulation Part 3.2.2 Committee inspections

Workplace Safety and Health Regulation Part 2.4(1) Inspections of workplace

Ladders must comply with requirements outlined in MR 217/2006 Part 13.

POLICY:

Working Alone

Due to the nature of MWPD's work, employees are required to work alone. This plan addresses the risks associated with working alone.

- The employee will create a plan outlining their site visits, timing and route to give to a co-worker, who will be their remote check-in partner
- The employee must know the physical address of the site visit location in case a call to 911 is necessary
- The employee will take a charged cell phone with them to all site visits
- The employee will follow the Vehicle Use and Driving policy
- If there is inclement weather, the employee, will re-schedule site visits
- If the site visit includes persons that are prone to harassment or violence, two employees should attend the site
- When at the location, contact a co-worker by calling, texting or email to check-in to inform them of the time of arrival

- If you are outside of cellular service area, either ask for WiFi access if available or ask to borrow the nearest land line for calls
- Call or text your co-worker after each inspection, or more frequently if necessary. At least once every four hours when working alone.
- Always follow safety rules when working on a particular task. For example, use of PPE following manufacturer's instructions
- Spills on the floor must be cleaned and dried to prevent slips and falls
- If at any time the employee feels harassed or that violence may take place, they are to stop the site visit and get to a safe place
- In emergencies such as fire, violence, harassment and others, get to a safe place and call 911 immediately and inform operator of the type of emergency and the location's address
- Call your co-worker and inform them of the emergency
- Once you have reached home or back to the office, call or text your co-worker for check-in, as per the working alone plan

Inspections

These pieces of PPE may be needed to be worn based on the environment, hazards and level of risk:

- hard hat
- safety glasses
- hearing protection
- mask
- gloves
- safety boots

Experience with the area should be a factor before entering high risk workplaces to do inspections.

The following are procedures when conducting an inspection:

- Develop a plan for the area to be inspected and review the previous inspection to ensure no outstanding items need to be completed.
- Talking to workers will help gain awareness of the jobs and any unseen risks that exist that the inspectors may not have been aware of during the inspection.
- Where possible, two inspectors, representing workers and management, will help spot the hazards and gives the process credibility by working together.
- Ensure that all the tools and resources have been put into place before the inspection begins.
- Establish your team's route and the type of inspection being carried out to maintain consistency.
- Inform customers when performing inspections on their site and inform them when finished.
- Perform the inspection process the same way each time to avoid missing a hazard that should have been obvious.
- Inspect other areas of the site where complacency may be an issue and new eyes could make a difference spotting the hazard.

Ladders

Mid-West Planning District will have available a collapsible ladder that can use taken out for inspections.

The following are considerations when using ladders for inspections:

- If ladder exceeds 20 feet (6 meters) another worker must hold the ladder in place when in use for short duration work.
- Use safety footwear.
- Keep away from electrical wires/equipment.
- Do not set ladder against conduit or edges that could make it unstable.
- A single ladder or a section of an extension ladder cannot exceed nine metres (9 m) in length.
- A two-section extension ladder must not exceed 14.6 m in length or 20 m if it has more than two sections.
- The extended section of a ladder must overlap at least one meter (1 m) for ladders less than 11 m, 1.25 m for ladders between 11 and 15 m, and 1.5 m for a ladder over 15 m in length.

The following are procedures when using ladders for inspections:

- Inspect the ladder for integrity, excessive wear/damage and if damage is apparent, remove from service.
- Get help to carry a long or heavy ladder and do not carry and move a ladder when it is vertical.
- Place the ladder feet on a level, solid surface, ensuring the feet grip.
- Use the "4 to 1" rule. Ladders should be placed one foot away from the base for every four feet in height.
- Do not lean a ladder on or against pipes, unstable surfaces or electrical equipment, and do not set up in front of doors unless measures or barrier are in place to temporarily stop traffic.
- When a ladder is used to access a roof or platform, the top must extend at least one meter (1 m) above the landing.
- Go up and down a ladder facing it, one step at a time. Hold the side rails with both hands.
- Do not extend any part of your body, except for arms, beyond the side rails and maintain 3-point contact at all times.
- Do not stand on top two rungs and never overreach when working on a ladder.
- Never try to "walk" or "shift" a ladder while on it.
- Do not leave ladders unattended. Return to designated storage area.

Weight capacities are attached to all step, extension and multi-position ladders. Below are guidelines, but check your ladder manufacturer for the ratings for your ladder.

- Type IAA: Special Heavy duty, up to 375 lbs.
- Type IA: Industrial, up to 300 lbs.
- Type I: Industrial, up to 250 lbs.
- Type II: Medium duty, up to 225 lbs.
- Type III: Home use only. Light duty, up to 200 lbs.

End of Policy.

This Policy has been reviewed and approved for use or implementation by the Board of the Mid-West Planning District on April 1, 2021 by Resolution # 42/21.

Development Officer/Designated Officer

Chairman of the Board