

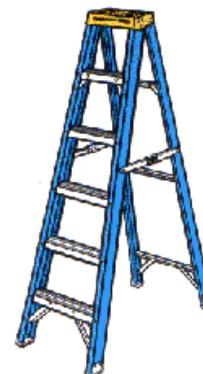
SAFETY COMPENDIUM – LADDERS



Ladder Safety: addressing step-, platform-, and extension ladders. Climbing or standing on crates, boxes, tables, swivel chairs, or other makeshift devices to reach high places can cause falls and serious injury and is strictly prohibited.

Follow these guidelines for safe use and maintenance of ladders:

- Wear appropriate PPE when using a ladder.
- Do not paint ladders as this may hide defects.
- **Use the correct size ladder for the job.**
- Straight or extension ladders should not be climbed above the third rung from the top.



- Ordinary stepladders should not be climbed above the second tread from the top.
- Before use, inspect every ladder (wood or metal) for all defects or unsafe conditions such as loose rungs, weak treads, or broken, bent, or stuck fittings. Tag all defective ladders using Form 4707 and immediately remove them from service.
- **Use approved safety feet on all straight and extension ladders.**
- Set ladder feet about 1/4 of the ladder length away from the wall that the ladder is leaning against.
- Extend ladders at least 3 feet above the surface to be accessed such as rooftops.
- Place ladders on solid floors and ground only.
- Metal spreader or locking devices must be provided on stepladders to hold the front and back sections in an open position when ladders are being used.
- Tie a ladder securely in position or station an employee at its base to steady it.
- Only one person at a time may be supported by a straight, extension, or stepladder (unless designed for two people). Ladders 18 feet or more in length should be carried by two people.
- Only authorized and properly trained employees may work in areas where fall protection is necessary. Restrict access to the work area to protect others from falling objects.
- **Secure ladders placed in areas such as passageways, doorways or driveways, or where they can be displaced by workplace activities or traffic to prevent accidental movement. Or use a barricade to keep traffic or activity away from the ladder.**
- When going up or down a ladder, use each rung, face the ladder, and use both hands for climbing. Do not carry objects or loads that could cause loss of balance and falling.
- Before climbing or descending, footwear should be free of grease, mud, or other slippery substances.

Never do any of the following activities when using ladders:

- Never climb ladders while carrying materials. The materials must be pulled up with a rope securely attached or in a container.
- Never use metal ladders when working on or within contact range of electrical panels or circuits or when changing fluorescent tubes
- Never use ladders in a horizontal position for runways or as scaffolds.
- Never use stepladders as straight ladders.
- Never place ladders in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
- Never place ladders against windows.
- Never use makeshift arrangements in place of approved ladders.
- Never increase ladder height by placing it on the top of an elevated object.
- Never leave tools or materials lying on ladder steps or on top of stepladders.
- **Ladders must be secured when in storage to prevent falling.**



Sources: EL-803, Maintenance Employee's Guide to Safety; MMO-60-80; OSHA 29 CFR 1910.25; OSHA 29 CFR 1910.26; OSHA 3124-12R 2003; Policy Letter 060901, Working Safely on Roofs