

## Ladder Safety

Nearly everyone is called on to perform tasks that require reaching where one cannot normally reach. When this happens, use a step ladder and NEVER stand on a swivel chair, stool, desk, or other object in place of a ladder. Always use a step ladder or stool to reach any item above your extended arm height. Never use a makeshift device as a substitute for a step ladder. Serious fall injuries are prevented when the proper tool is used to reach for out of reach items.

### Keys To Using a Step Ladder

- Be constantly aware of where you are and what you are doing. Many injuries have occurred because ladder users were not paying attention.
- Avoid placing ladders in walkways. Secure a ladder if its location could cause an accident.
- Keep areas around ladders clean and free of debris.
- Never use a stepladder that is too long or too short for what you are going to work on.
- Never use a metal stepladder near electrical sources.
- Do not load a ladder above its intended weight capacity.
- Don't use stepladders as straight ladders (i.e., leaned against the wall.)
- Don't tie ladders together to make a longer ladder.
- Face the ladder when ascending or descending.
- Grip the rails with both hands whenever possible.
- Always use the 3-point contact rule (i.e., always have one hand and both feet in contact with the ladder, or one foot and both hands.)
- Keep your belt buckle within the side rails to ensure against over-reaching. Move the ladder if you have to get to something beyond your normal reach.
- Never allow more than one person on the ladder at any given time.
- Do not try to move the ladder while you are still on it, and do not allow anyone else to move a ladder while it is still occupied.
- Wear proper shoes for climbing a ladder.
- Don't carry tools in hand. Use a window cleaner's tool belt, or belt designed for the ladder work.

### Use Common Sense

When using a stepladder, open it fully, place it on a solid surface, and make sure the spreaders are locked into position. Do not stand on the top two rails, and never stand on the back section. Place ladders on slip-free surfaces even if they have slip-resistant feet. Secure the ladder if a slip-free surface is not available. Clean up any spills, debris, or anything else in the work area that could potentially affect the base of the ladder.

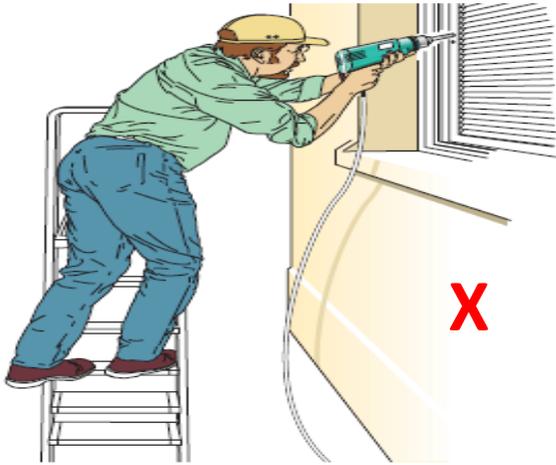


### Working Near or Around Doors

If you have to use a ladder near a doorway, take one or more of these precautionary steps to make sure nobody comes through the door and knocks you from the ladder: lock the door, put up barricades, secure the ladder, and/or have somebody stand watch to warn others that a ladder is in use.

### Before Each Use, A Step Ladder Must Be Inspected For The Following

- Missing, Worn, Damaged Anti-Slip Feet
- Items Stuck in the Feet
- Oil, Grease, or Mud on Rungs & Sides
- Cracks in the Rungs & Sides
- If the Rungs are Broken, Missing, or Loose
- Moving Parts Must Operate Freely
- The Metal Spreader Must Be In Good Condition & Working



**The Safest Position to use a Step Ladder is Facing the Ladder.**



**Do Not Use The Top Two Steps or The Top Platform**

**Remove any defective ladders from service immediately! Tag it (or better yet, break it so that it cannot be used), and report it so that it can be replaced.**

# Safety Toolbox Quiz -

Name (Print) \_\_\_\_\_

Company Name \_\_\_\_\_

Name (Sign) \_\_\_\_\_

Date \_\_\_\_\_ Department \_\_\_\_\_

1. It is OK to stand on the back section of a ladder.
  - (a) True
  - (b) False
  
2. It is OK to lean a stepladder against a wall and use it like an extension ladder.
  - (a) True
  - (b) False
  
3. If you use a ladder near a doorway the following safety rules apply:
  - (a) Lock the door
  - (b) Place a secure barricade
  - (c) Have a person stand to watch and warn others
  - (d) Any of the above
  - (e) None of the above
  
4. The safest way to work from a ladder is to face forward on a ladder
  - (a) True
  - (b) False
  
5. Ladders should be inspected before each use.
  - (a) True
  - (b) False
  
6. Overreaching on a ladder can be prevented by keeping your belt buckle within the side rails.
  - (a) True
  - (b) False
  
7. Use the 3 point contact rule when ascending or descending a ladder.
  - (a) True
  - (b) False