

Ladder Safety Guidelines:

- Take time to select the right type of ladder for the job (wood/fiberglass/metal, duty rating, length, etc.)
- Before you use a ladder inspect it for defects such as loose joints, grease on steps, broken/split areas, or missing rubber feet.
- Do not use a ladder that has been painted! It could hide a defect.
- Read all warning labels carefully and follow directions before you climb.
- Do not use a ladder as a brace, workbench or for any purpose other than climbing.
- Place ladder on a firm and solid surface.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing.
- Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on either of the top two steps or rungs of any ladder, unless otherwise indicated on the ladder.
- Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.
- Fiberglass ladder-check for cracks, splits or damaged fiberglass.
- Wooden ladder-check for cracks, splits or loose rungs.

Think and work safely. Falls from even six foot ladders can cause serious injury or death. If you are injured while using a ladder, immediately contact Security Services at x3311.

The signatures below document that the employee/student received training on how to use a ladder safely.

Employee/Student: _____ Training Date: _____
Print Name / Signature

Trainer: _____
Print Name / Signature

Ladder Inspection Guidelines:

Ladders must be kept in good, usable condition. Good, usable condition includes, but isn't limited to:

- **Joints between the steps or rungs and the side rails are tight.**
- **Rungs, cleats, or steps aren't bent, broken, or missing.**
- **Side rails aren't bent, broken, or split.**
- **All bolts and rivets are in place and secure.**
- **Hardware, fittings and accessories are securely attached and working properly.**
- **Ropes aren't frayed or badly worn.**
- **Moveable parts operate freely without binding or excessive play.**
- **Safety feet and other auxiliary equipment are not excessively worn.**
- **Metal components aren't corroded.**
- **There are not other faulty or defective components.**
- **Make sure wood ladders aren't coated with an opaque covering except for the minimum amount necessary for identification and warning information which may be placed on one face only of a side rail.**
- **Aluminum ladder-check for excessive movement between rungs or frame.**
- **Aluminum ladder-check for bent, cracked, or broken metal.**
- **Fiberglass ladder-check for cracked, split or damaged fiberglass.**
- **Wooden ladder-check for cracked, split or loose rungs.**

After any occurrence that could affect safe use:

- **Mark ladder to identify it as defective or tagged with "don't use".**
- **Remove from service.**
- **Notify your manager.**
- **Deliver ladder to Carpenter Shop for disposal.**