

## **LADDERS – SAFE JOB PROCEDURE**

- 1) All portable ladders must be equipped with non-slip bases. Set ladders up on a firm level surface.
- 2) Tie off or otherwise secure ladders to prevent movement. If this is not possible, one worker should hold the base of the ladder while the other uses it.
- 3) When work must be done from an extension ladder, the ladder should be long enough that a worker will stand on a rung no higher than fourth from the top. When climbing up or down a ladder, always maintain three points of contact (two feet and one hand, or one foot and two hands) and always face the ladder.
- 4) Unless suitable barricades have been erected, or other adequate protection provided, do not set up ladders in passageways, doorways, driveways or other locations where they can be struck or bumped. Do not erect ladders on boxes, carts, tables, scaffold platforms, manlift platforms, vehicles or garbage bins.
- 5) Ladders should be set up one foot out for every three or four feet up, depending on length. All ladders erected between levels must be securely fastened, extend 3 feet above the top landing, and afford clear access at top and bottom.
- 6) Workers must never use metal ladders or ladders with metal reinforcing when working on or near live electrical apparatus.
- 7) Do not paint wooden ladders. Paint can hide defects. Ladders with broken, bent or missing steps, broken or bent side rails, damaged or missing bases, or other defects must not be used. They should be tagged and removed from the site.
- 8) Do not use ladders horizontally as scaffold platforms, runways or any other service for which they are not designed. Never straddle the space between a ladder and another object.

- 9) Ladders transported on the top or side of vehicles should be supported and secured in proper racks to withstand braking and bumps. Ladders transported inside vehicles should be protected from damage by other equipment or material. Ladders should always be top freight – nothing should be piled on them.
  
- 10) When working from a stepladder, stand no higher than the second step from the top. The use and maintenance of vertical fixed ladders requires care and attention. Don't trust a ladder showing signs of deterioration or damage – loose or missing bolts, excessive corrosion, cracked welds, or general lack of maintenance. Anchors, rungs or side rails may be defective and fail under your weight.