



INJURY PREVENTION

# Quick Review of Safety

## Ladder Safety

### GENERAL LADDER SAFETY

- Always inspect the ladder before each use.
  - Look for broken rungs or rails; signs of corrosion; bad pulleys, ropes and locks.
  - Check the footings, pads and rungs to make sure they still provide a nonskid surface.
  - If any defect is found, the ladder should be tagged “unsafe” and taken out of service, fixed or disposed of properly.
- Always follow the manufacturer’s rated load capacity, including the weight of the user and equipment.
- Ladders should only be used for the purpose for which they were designed.
- Do not use ladders in doorways or other high-traffic areas without preparation. Consider potential hazards.
- Always set the ladder on a level and stable surface. Do not use other materials to raise the height of the ladder. If a ladder won’t reach, find a different ladder or other stable equipment.
- Always face the ladder when going up and down.
- Have at least two hands and one foot, or two feet and one hand in contact with the ladder at all times.
- Do not extend the midline of the body beyond the side rails of the ladder.
- Never use ladders horizontally like a platform.
- If tools are to be used, they should be carried in a tool belt or pulled up with a rope after you have reached your destination. Tools should not rest on steps of the ladder when not in use.
- Store ladders in a secure place where they cannot tip over.
- Do not step on the top cap or top step of a ladder. Follow the manufacturer’s label and warning stickers about safe use.

(Over)



INJURY PREVENTION

# Quick Review of Safety

## Ladder Safety

### GENERAL LADDER SAFETY

- Always inspect the ladder before each use.
  - Look for broken rungs or rails; signs of corrosion; bad pulleys, ropes and locks.
  - Check the footings, pads and rungs to make sure they still provide a nonskid surface.
  - If any defect is found, the ladder should be tagged “unsafe” and taken out of service, fixed or disposed of properly.
- Always follow the manufacturer’s rated load capacity, including the weight of the user and equipment.
- Ladders should only be used for the purpose for which they were designed.
- Do not use ladders in doorways or other high-traffic areas without preparation. Consider potential hazards.
- Always set the ladder on a level and stable surface. Do not use other materials to raise the height of the ladder. If a ladder won’t reach, find a different ladder or other stable equipment.
- Always face the ladder when going up and down.
- Have at least two hands and one foot, or two feet and one hand in contact with the ladder at all times.
- Do not extend the midline of the body beyond the side rails of the ladder.
- Never use ladders horizontally like a platform.
- If tools are to be used, they should be carried in a tool belt or pulled up with a rope after you have reached your destination. Tools should not rest on steps of the ladder when not in use.
- Store ladders in a secure place where they cannot tip over.
- Do not step on the top cap or top step of a ladder. Follow the manufacturer’s label and warning stickers about safe use.

(Over)

### **EXTENSION LADDER SAFETY**

- Scan above and around you to assure that there are no hazards, such as electrical wires, that could touch you or the ladder.
- When using extension ladders, follow the one-to-four rule. This means if you are using a 12-foot ladder, the base should be three feet from the structure. Some ladders provide a picture on the ladder for reference.
- Extension ladders should be fully retracted before attempting to reposition them.
- Ladders should reach at least three feet above the point of support and should be secured when possible.
- Only make adjustments to the ladder when standing at the base, not when standing on the ladder or from a position above.
- Ensure locks are firmly engaged.

### **STEP LADDER SAFETY**

- Before use, scan work area to ensure there are no hazards above or around you.
- When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- Do not use a stepladder like an extension ladder and lean against a wall. Stepladders should always be spread out fully.

### **EXTENSION LADDER SAFETY**

- Scan above and around you to assure that there are no hazards, such as electrical wires, that could touch you or the ladder.
- When using extension ladders, follow the one-to-four rule. This means if you are using a 12-foot ladder, the base should be three feet from the structure. Some ladders provide a picture on the ladder for reference.
- Extension ladders should be fully retracted before attempting to reposition them.
- Ladders should reach at least three feet above the point of support and should be secured when possible.
- Only make adjustments to the ladder when standing at the base, not when standing on the ladder or from a position above.
- Ensure locks are firmly engaged.

### **STEP LADDER SAFETY**

- Before use, scan work area to ensure there are no hazards above or around you.
- When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- Do not use a stepladder like an extension ladder and lean against a wall. Stepladders should always be spread out fully.