

SAFETY INFORMATION SHEET

LADDER SAFETY

WHAT THIS SHEET APPLIES TO

Anyone using a step, extension, or any other kind of ladders which elevates their feet at least 6 feet above the ground.

RISKS INCLUDE

Injury from falling.

GUIDELINES, RULES, & PROCEDURES

1. Remove any unnecessary items from pockets or which could fall off (this includes hard hats) before climbing up a ladder.
2. Make sure the ladder is in good condition before using it.
3. Ladders that are intended to lean against a wall or other similar surface should be placed at an angle where the base is approximately one foot away from the wall for every four feet of working ladder height.
4. If leaning a ladder to facilitate climbing to a high platform or similar landing, the ladder should extend at least three feet beyond such a level.
5. Ladders should have no more than one person on them at a time unless the ladder has been specifically designed otherwise.
6. Do not place ladder on top of other objects to increase its reach or in front of a doorway. If it must be placed in front of a door, make sure the door is locked. Make sure all feet are securely on the ground.
7. When climbing, keep hands, shoes, and ladder rungs dry. Keep a three-point grip at all times (two hands and one foot or one hand and two feet).
8. Climb slowly with your body weight centered between the side rails of the ladder. Do not climb with tools or other items in your hands.
9. Taller ladders require a spotter to hold the base of the ladder and to keep people out from the general work area.
10. Never stand on or above any step that warns not to. (This is usually the top two or three steps/rungs).
11. Stepladders should be locked into their full-open position. Climb on the step side of the ladder only.
12. Do not leave tools or other objects unsecured at or near the top of the ladder.
13. Never use a chair or box in place of a ladder.
14. See also the *Safety Information Sheet* entitled "Fall Protection".

FOR FURTHER UNDERSTANDING

Rossol, Monona. *Stage Fright: Health and Safety in the Theater—A Practical Guide*. Rev. Ed. New York: Allworth Press, 1991.

EMERGENCY- Contacts: CSB Security at 5000 or 9-911. SJU Life Safety at 911 or 2144

To report injury that occurred while working for compensation, supervisor/employee use the incident report form and submit completed report to Human Resources, preferably within 24 hours.

To report injury that occurred at non-compensated work e.g. Class activity, supervisor/student use the academic injury report form and submit completed report to Environmental Health & Safety office.