

LADDER SAFETY AT WORK

Purpose

The purpose of this safety announcement is to inform and protect faculty and staff against injuries from possible hazards in the work/ school environment.

Guideline

The U.S. Department of Labor Occupational Safety & Health Administration regulation 29CFR, standard number 1910.25 - 27, is our guiding factor.

What causes injuries?

Not using the proper ladder for the work at hand using an unsafe ladder not setting the ladder up properly overreaching or extending while on the ladder leaving tools or supplies on top of ladder

Proper Protection

Proper ladder selection

Select a ladder tall enough to reach the height you need. Make sure the rating is proper to handle the combined weight of you and equipment

Ladders are rated I-A; I; II; and III

- Type I-A ladders have a duty rating of 300 pounds, recommended for extra heavy-duty industrial use
- Type I ladders have a rating of 250 pounds, heavy duty use
- Type II ladders have a duty rating of 225 pounds, medium duty use
- Type III ladders have a duty rating of 200 pounds, light duty use

American National Standards Institute require a duty rating sticker be on every ladder, so proper use can be determined safe for condition

- Do not use metal ladders around electricity
- Never use a ladder in a high wind, especially a light weight metal or fiberglass type

Inspection of ladder and where your working

- Do not use a ladder with cracked, broken or missing parts
Tag it defective and remove it from service
- Do not try to fix a ladder yourself
- A ladder should have:
 - No missing parts
 - Slip-resistant steps or rungs free of grease or oil
 - Safety feet
 - Rope in good condition (not worn or frayed)
 - No splinters or sharp edges

- No dents or bent parts in metal ladders
- Proper use of the ladder
 - Set up on level ground or floor
 - Extend ladder at least three feet above top support
 - Do not rest on windows, window sash or in front of unlocked door
 - Do not rest ladders against electrical lines
 - Anchor the top
 - The bottom or have someone hold it
 - Always open a step ladder completely
 - Place ladder at safe angle, distance from bottom of ladder to wall should be $\frac{1}{4}$ of the ladders working height
- Climbing and working from ladder
 - Wear nonskid shoes, free from grease or oil
 - Only one person on ladder at time
 - Climb up or down facing ladder, holding both side rails
 - Carry tools on belt or rope or hoist
 - Do not stand on top two steps of step ladder or four top ladder rungs
 - Move slowly and cautiously while on ladder
 - Do not move ladder while you're on it
 - Center your body weight between side rails
- Carrying and storing ladders
 - Most ladders should be carried by two people
 - If alone, balance ladder on your shoulder, keep front end above you head and back
 - End low near ground
 - Store ladder so they do not warp
 - Do not use ladder as a storage shelf
- Extension ladder safety
 - Ladder should overlap enough to retain strength
 - Length of ladder – up to 36 feet requires a minimum overlap of 3 feet
 - ✓ Between 36 to 48 feet requires a minimum overlap of 4 feet
 - ✓ Between 48 to 60 feet requires a minimum overlap of 5 feet

Special cases within Fixed Ladders

- Fixed ladders are mounted to the building and should be:
 - Securely attached to structure
 - Capable of supporting a minimum of 250 pounds of concentrated weight

- Rungs should be a minimum of 16 inches wide
- Rungs should be a maximum of 12 inches apart
- There should be 7 inches of toe space between rung and structure

If fixed ladder is more than 20 feet high, it should be surrounded by a cage, beginning 7 or 8 feet from the ground.

Responsibilities

It is the Supervisors' responsibility to train or schedule training on the aforementioned subject, to note deficiencies and see that they are corrected ASAP.

It is the employees' responsibility to seek training on the aforementioned subject, report deficiencies and see that they are corrected ASAP.

Treatment

Seek medical treatment right away. Follow the University's policy for accidents.

Additional resources; this is only a sampling of additional information

[OSHA website or nearest office](#)

7- Minute Safety trainer

Ladder manufactures

Take the Safety Quiz on the Next Page

LADDER SAFETY AT WORK

Quiz

1. What are some of the causes of injuries when using ladders?
 - a. Leaving tools or supplies on top of ladder
 - b. Overreaching or extending while on the ladder
 - c. Unsafe equipment, broken or not set up properly
 - d. Not using the proper ladder for the work at hand
 - e. All of the above
2. Ladders come in only one style but many sizes?
 - a. True
 - b. False
3. While climbing and working from a ladder, which of the following is something you should not do?
 - a. Wear nonskid shoes, free from grease or oil
 - b. Climb down with your back to the ladder
 - c. Do not move ladder while you're on it
 - d. Move slowly and cautiously while on the ladder
4. When ladders are fixed to a building, they should have which of the following?
 - a. Be securely attached to structure
 - b. Have at least a minimum width and a maximum spacing between rungs
 - c. Have 7 inches of toe space between rung and structure
 - d. All of the above
 - e. Only a and b
5. In storing any ladder, it does not matter where or how it is kept or what is placed on it?
 - a. true
 - b. false
6. Whose responsibility is it to seek and supply training about ladder safety?
 - a. only those who handle dangerous tasks
 - b. all people doing anything near a ladder
 - c. no one, it is common knowledge
 - d. the employee and their supervisor
7. Who put out the guidelines or regulations for safety training on foot protection:
 - a. the worker
 - b. the supervisor
 - c. WPUNJ
 - d. U.S. Dept. of Labor under OSHA
8. The rule of thumb for using an extension ladder, the distance from the bottom of the ladder to the wall should be?

- a. ¼ of ladders working height
 - b. 1/3 of ladders working height
 - c. one foot from wall
 - d. five feet from wall
9. Any ladder type is safe for working around electricity?
- a. True
 - b. False
10. If a ladder has broken or missing parts, you should?
- a. use it anyway
 - b. do not use it
 - c. tag it defective and remove it from service
 - d. give it to someone else to use

Answers are below, but do not peek until you complete the quiz.

Self check answer key. How did you do?

- 1 e. All of the above
- 2 b. False
- 3 b. Climb down with your back to the ladder
- 4 d. All of the above
- 5 b. false
- 6 d. the employee and their supervisor
- 7 d. U.S. Dept. of Labor under OSHA
- 8 a. ¼ of ladders working height
- 9 b. False
- 10. c. tag it defective and remove it from service