

## SAFETY FACTS: GUIDELINES FOR USE OF LADDERS

- For any overhead work, use the proper type of ladder. **DO NOT** use makeshift ladders, such as boxes, barrels, chairs, etc.
- Metal ladders must **NOT** be used when working on or near electrical wires.
- Before use, ladders should be inspected for defects such as missing cleats, cracked rungs, broken spreaders, splinters, etc. Defective ladders must be tagged and not used for any reason until properly repaired or replaced.
- Straight ladders must have grippers or cleats (safety feet). Where possible, straight ladders should be lashed at the top and blocked at the bottom.
- Another person should hold stepladders more than 10 feet high. The two highest steps and top platform shall not be used for climbing.
- If a straight ladder is used to climb onto an elevated workstation, the ladder should extend at least 3 – ½ feet above the working level.
- If a ladder is placed near a door or aisle, a helper can hold the ladder at the bottom, and warning signs and barricades should be set up.
- The bottom of a straight ladder will be placed one quarter of the working length of the ladder from the support wall. If this is not possible, other safety measures such as tying and blocking can be used.
- Do not paint wooden ladders with solid color paints. This may mask cracks in the wood and make them hard to see. Clear wood preservatives can be used to protect bare wood.
- Do not overreach. Move the ladder as your work progresses. Do not jump or slide the ladder while you are on it. Descend and move the ladder over.
- While ascending or descending the ladder, always face the ladder and use both hands for stability.
- Only one person is permitted to work from an ordinary straight ladder or stepladder.