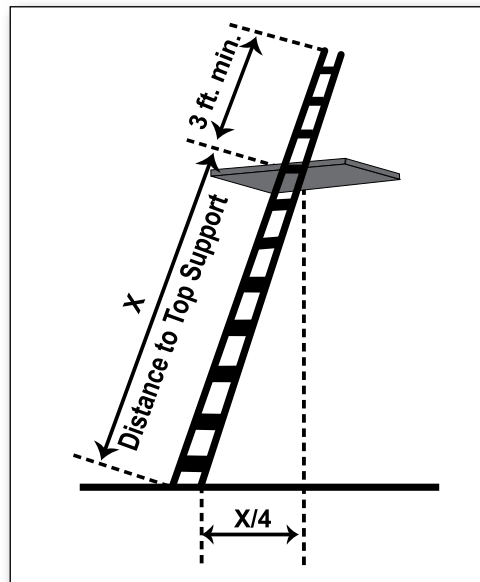


Safe Use of a Portable Ladder | A ladder is a tool — Respect it.

The ladder is one of the most common tools used by workers. Oftentimes the job cannot be performed without the use of a ladder. A ladder is the tool we rely on to access a roof or to perform work at elevated heights.

The current facts are that college campuses have experienced several severe accidents in which more than one of our valued employees has been severely injured in a ladder accident. We want to stop ladder accidents. We can only accomplish this by having each one of you use good safe ladder practices. The next time you use a ladder, we encourage each one of you to comply with the following safe practices because it may save you from a severe injury:

- No employee is permitted to use an unsafe ladder in performing his or her job assignment. NO EXCEPTIONS. Please report this condition immediately to your on-site supervisor and tag the ladder out of service.
- Before use, the ladder shall be inspected for missing, bent or broken rungs, cleats or side rails. If you notice any of these conditions, report it to the on-site supervisor. DO NOT USE THE LADDER.
- Always use a three-point contact when climbing or descending from a ladder. (One hand and two feet, or two hands and one foot, when climbing or descending each ladder rung.)



- Do not carry tools in your hand when climbing a ladder. Carry tools in a tool belt or use mechanical lifts or block/tackle to handle materials whenever possible.
- Keep the ladder rungs and your footwear clean. Wipe mud, water or other contaminants from the ladder rungs and/or work boots/shoes before climbing up or down a ladder. Use a clean rag to wipe off contaminants.
- Never allow your body to go outside the side rails of the ladder. Overreaching can cause a fall or movement of the ladder. Keep your belt buckle in between the ladder's side rails at all times.

- The ladder shall be secured to prevent accidental movement. When tying off a ladder, you must ensure that both side rails are equally supported. To prevent the ladder from kicking out, use the proper setup angle. You must extend the ladder 3 feet above the landing platform. Use bracing or tie-backs on the ladder footing if you want to prevent the footing of the ladder from sliding or kicking out.
- When using a portable ladder on tile or other resilient flooring the ladder must have foot padding (feet) to prevent from slipping. Always use a spotter to hold the ladder.
- The ladder shall be used only on stable and level surface. Both the area at the top and the bottom of the ladder should be kept clear to allow for climbing on and off the ladder.
- When setting up a portable ladder, a 4:1 horizontal to vertical ratio should be used. This means that for every 4 feet in height of the ladder than the base (foot) of the ladder shall be 1 foot out from the resting structure. In other words, the ladder working height is divided by 4 to give you the distance the base must be from the resting structure. EXAMPLE: If the ladder is 12 feet in height than the base should be 3 feet from the resting structure ($12' \div 4' = 3'$).

