



West Bay Sanitary District Code of Safe Practice

FOR IMMEDIATE RELEASE
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Questions or comments regarding this
Code of Safe Practice should be directed
to the Regulatory Compliance Coordinator.

Portable Ladder Safety

The main hazard associated with the use of ladders is falls. Falls occur for a number of reasons, including the following:

- The ladders are in poor condition.
- The ladder is poorly located and/or incorrectly positioned.
- The surface on which the ladder is located is slippery or uneven.
- Proper techniques are not observed when working on a ladder.

Following are safety guidelines designed to minimize the hazards associated with ladder use:

- Select ladders based on anticipated usage and rated load capacity. Load ratings, safe working height, and other safety information must be posted on the ladder by the manufacturer. This information should be replaced if it becomes worn or defaced.
- Inspect ladders for deterioration or damage before each use.
- Keep ladders dry at all times.
- Do not use portable metal ladders when working near live electrical parts, or within ten feet of high voltage electrical lines. Increase the distance for very high voltage. Do not use wet wooden ladders when working around live electrical wires since they will conduct electricity.
- Keep ladders and step stools in good condition, and use them in the manner for which they were designed.
- Make sure the ladder is tall enough to safely access the working space.
- Position the ladder correctly so that it is balanced when performing the task.
- Make sure there are no obstructions at the tip or the bottom of the ladder.
- Ladders should not be placed on slippery surfaces unless secured, held in place, or provided with slip-resistant feet to prevent accidental displacement.

- Tie, block, and otherwise secure portable ladders when applicable.
- Place the base of portable ladders one-foot (1") out from the wall for every 4 feet of height to the point of support (75° pitch).
- Face the ladder while climbing and descending.
- Do not lean sideways out of the ladder's width. As a rule-of-thumb, when working on a ladder do not lean so far that the naval passes outside of the ladder's side rails.
- Open stepladders fully.
- Do not stand on the top (cap) of a stepladder or on the step below the cap.
- Do not position planks on the top (cap) of a stepladder.
- Climb ladders one person at a time unless the ladder is specially designed for more people.
- Do not use ladders as guys, braces, skids, gin poles, or for other than their intended purpose.
- Adjust extension ladders only when standing at the base, not while on or above the ladder. Place extension ladders so that side rails extend at least 3 feet above the landing or level they serve.
- Do not carry tools, equipment, or materials while ascending or descending a ladder. Use a tool belt or a rope tied to a tool bucket.

LADDER TRANSPORTATION, STORAGE AND MAINTENANCE

- Ladders should be secured while being transported in a vehicle.
- Get assistance when carrying large ladders to the work area.
- Store ladders in a sheltered area where they will not fall unexpectedly, and will not block access to hallways and fire exits.
- Wooden ladders are affected by exposure to heat and dampness, drying, and cracking. Straight and extension ladders should be stored horizontally on racks or hooks with support points at the top, middle and bottom of the ladder to prevent sagging and warping.

Inspection Checklist

PERSONAL PROTECTIVE EQUIPMENT

Protection Area	PPE Required
Eye	Safety glasses with side shields or safety goggles when there is a possibility of flying projectiles.
Face	
Hand	Work gloves when appropriate.
Head	Hardhat when appropriate.
Foot	Leather safety shoes or boots.

Body	Close fitting clothing.
Respiratory	
Hearing	