

SAU-56 Somersworth School District	SAFE WORK PROCEDURE	Step Ladders / Step Stools Page 1 of 2
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LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
All Schools	Karl Ingoldsby	Somersworth School District JLMC	3/4/2020	New

HAZARDS PRESENT	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL RECCOMENDATIONS
<ul style="list-style-type: none"> • Awkward sustained postures • Forceful exertions – Carrying ladder • Risk of fall • Pinch points 	<ul style="list-style-type: none"> • Closed toe footwear 	<ul style="list-style-type: none"> • Proper tool for the job • Ladders should be inspected and documented by a sticker with a date, at least once a year.

SAFE WORK PROCEDURE
<p>A step ladder cannot be more than 6 m when set up for use</p> <ol style="list-style-type: none"> 1. Inspect the ladder for integrity, excessive wear / damage and if damage is apparent, remove from service 2. Place the ladder feet on a level, solid surface, ensuring the 4 feet grip and the legs are secure in place with metal braces. Ensure brakes are engaged if the step ladder has these 3. Do not set up the step ladder sideways to the work unless there is a raised platform at the top 4. When climbing a ladder, it is safest to utilize Three Points-of-Contact because it minimizes the chances of slipping and falling from the ladder. At all times during ascent, descent, and working, the climber must face the ladder and have two hands and one foot, or two feet and one hand in contact with the ladder steps, rungs and/or side rails. In this way, the climber is not likely to become unstable in the event one limb slips during the climb. It is important to note that the climber must not carry any objects in either hand that can interfere with a firm grip on the ladder. Otherwise, Three Points-of-Contact with the ladder cannot be adequately maintained and the chance of falling is increased in the event a hand or foot slip occurs. 5. Go up and down a ladder facing it, taking only 1 step at a time. Hold the side rails with both hands 6. Only extend your arms beyond the sides of the stepladder. Keep your body centered 7. Do not stand on top of the step ladder / stool unless the manufacturer permits such as when it has a railed platform at the top 8. Do not over reach when working on a step ladder / stool 9. Do not leave step ladders / stools unattended. Return to designated storage area 10. Weight capacities are attached to all step, extension and multi position ladders. Below are guidelines but check your ladder manufacturer for the ratings for your ladder. <ol style="list-style-type: none"> a. Type IAA: Special Heavy duty. Up to 375 lbs b. Type IA: Industrial. Up to 300 lbs c. Type I: Industrial. Up to 250 lbs d. Type III: Home use only, light duty. Up to 200 lbs

REGULATORY REQUIREMENTS

- Equipment manuals / instruction
- In-house training
- https://www.osha.gov/Publications/portable_ladder_qc.html
- <https://www.americanladderinstitute.org/page/BasicLadderSafety>
- OSHA 3705-2014, FS-3660