

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

- A single ladder or a section of an extension ladder cannot exceed 30 feet in length
- A 2 section extension ladder must not exceed 48 feet in length or 65 feet if it has more than 2 sections
 - The extended section of a ladder must overlap at least 3 feet for ladders less than 36 feet, 4 feet for ladders between 36 and 49 feet, and 5 feet for a ladder over 49 feet in length
 - Inspect the ladder for integrity, excessive wear / damage and if damage is apparent, remove from service
 - Get help to carry a long or heavy ladder and do not carry and move a ladder when it is vertical
 - Place the ladder feet on a level, solid surface, ensuring the feet grip
 - Use the “4 to 1” rule. Ladders should be placed 1 foot away from the base for every 4 feet in height
 - Do not lean a ladder on or against pipes, unstable surfaces or electrical equipment and do not set up in front of doors unless measures or barrier are in place to temporarily stop traffic
 - When a ladder is used to access a roof or platform, the top must extend at least 1 m above the landing
 - Go up and down a ladder facing it, 1 step at a time. Hold the side rails with both hands
 - Do not extend any part of your body, except for arms, beyond the side rails and maintain 3 point contact at all times
 - Do not stand on top 2 rungs and never over reach when working on a ladder
 - Never try to “walk” or “shift” a ladder while on it
 - Do not leave ladders unattended. Return to designated storage area
 - 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.
 - Type IAA: Special Heavy duty. Up to 375 lbs
 - Type IA: Industrial, Up to 300 lbs
 - Type I: Industrial. Up to 250 lbs
 - Type II: Medium duty. Up to 225 lbs
 - 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