

<b>Garmong Construction Services</b>					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Ladders &amp; Stairways</i>					
<b>Last Revised:</b>	<b>January 25, 2012</b>	<b>By</b>	<b>Douglas Mahurin, MS, CSP</b>	<b>This Copy Printed:</b>	<b>1/25/2012 3:30:00 PM</b>

## **LADDERS and STAIRWAYS**

Inspect ladders prior to each use. If a defective ladder is found on the job site, tag it out of service and send back to the shop for repair or disposal. No tape or other coverings will be put on ladders that might prohibit an adequate future inspection.

Do not exceed the manufacturers LOAD RATING on the ladder.

Survey Surroundings when setting up a ladder – grade, other crafts, traffic, overhead lines, mud.

The BASE of each ladder should be firmly set and level on the floor or ground.

Set the ladder up at a 1:4 ratio – back the base of the ladder out 1 foot for every 4 feet of rise.

Secure Ladder – tie the ladder off or have a tool partner hold the ladder to secure it.

Maintain 3 points of contact when traveling up and down a ladder.

Do not carry items while climbing a ladder. Tools, materials, and/or equipment must be raised by hand lines or other means.

Stay off the top two steps of step ladder – Use the proper size ladder to reach your task.

Step ladders should only be used in their fully opened position.

Straight ladders must extend 3-feet above landing area to give users a good hand hold.

Do not use ladders as a scaffold brace or in aerial lifts

To maintain your balance – keep your belt buckle between the rails.

Face ladder & do not climb back side of ladder.

Do not move the ladder while in use.

Keep Ladder rungs should be kept clear of mud, ice, and other slippery substances.

Protect ladders used in locations such as doorways so they will not be knocked over.

Do not use new metal stairways that do not have the metal trays filled with concrete, wood, or some other type of materials.

Edges and sides of stairways must be protected with standard handrails or guard rails systems.