

Standard Operating Procedure

Portable Ladder Safety

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Hazards	Potential Hazards	<ul style="list-style-type: none"> Falls Bruises Broken bones
Hazard Controls	Personal Protective Equipment	<ul style="list-style-type: none"> Site-specific PPE:
	Training	<ul style="list-style-type: none"> EHRIS-provided ladder safety training Site-specific training:
	Work Practice Procedures	<p>Maintenance/Condition</p> <ul style="list-style-type: none"> Inspect the ladder prior to use. If found defective, remove the ladder from service and notify your supervisor. <ol style="list-style-type: none"> Stepladder Checklist Extension and Straight Ladder Checklist Only complete ladder repairs as specified by the manufacturer. Never make unauthorized repairs. Ensure the OSHA required ladder information labels are in place and legible. Make sure the ladder is free of oil, grease, or other hazards. Site-specific procedures:

General Safe Use of Portable Ladders

- Check the ladder label to ensure the ladder is rated to support the combined weight of your body and the tools/materials you will be carrying.
- Use ladders on stable and level surfaces only. Exception: articulating ladders are designed for use on multiple levels.
- Always face the ladder when ascending or descending and use three points of contact at all times (two hands, one foot/one hand, two feet).
- Never climb higher than the third step from the top of an extension ladder or beyond the top cap of a stepladder.
- Keep your body within the rails of the ladder.
- Never reach too far above or to the side of a ladder, as this may cause you to lose your balance. Move the ladder as needed to reach the desired work area.
- Use only an all-wood or fiberglass ladder when doing work near electricity.
- Use a hand line, lift, or hoist to raise and lower heavy and/or awkward loads. Secure materials to prevent them from falling out when being raised or lowered.
- Never stand, walk, or work under a ladder while it is in use.
- Store ladders away from doorways, exits, the edges of the apron or orchestra pit, traps, platforms, and tables.
- Secure stored ladders with ropes or chains to prevent them from falling.
- **Site-specific procedures:**

Safe Use of Straight and Extension Ladders

- Position the ladder so the base to height ratio is 1 to 4 or 75 degrees. For example, the base of a 12-foot ladder is 3 feet away from the wall.
- Ladders used to gain access to an upper landing surface must extend at least 3 feet above that surface.
- Secure the ladder at both the top and the base to prevent the ladder from moving from the points of rest. If this is not possible, have someone stand at the base of the ladder and secure it against slipping.
- **Site-specific procedures:**

		<p>Safe Use of Step and Combination Ladders</p> <ul style="list-style-type: none"> • Assemble and use the ladder in compliance with the manufacturer’s guidelines. • Make sure ladder is securely spread open. Never use a folding ladder in an unfolded position. • Ensure the ladder is stable prior to mounting it. • Site-specific procedures:
Other	Emergencies	In the event of an emergency– call Campus Safety at (215) 204-1234
	Questions	Contact Environmental Health and Radiation Safety (EHRS) at (215) 707-2520 Site-specific contact information: