

ZeraWare Safety Meeting Guide

PORTABLE LADDERS

A. Straight or Extension Ladders

1. Extension and straight ladders must have safety feet attached.
2. Ladders are not to be used as scaffolds, in a horizontal position.
3. Two hands should be on the ladder when climbing up or down.
4. Face the ladder when using it. Do not stand with your back to the ladder. Do not change foot position from front to back while on a ladder.
5. To carry parts or tools up a ladder, use a tool belt, a pouch, or a rope and pail to hoist items up to where you're working.
6. Look where you're stepping when coming down a ladder to prevent missing the last rung.
7. Ladder incline should be one foot of horizontal distance for every four feet of vertical distance. The ratio should be close to 1:4.
6. Do not use a damaged ladder. Report unsafe ladders to a supervisor.
9. Inspect the ladder before the first use of the day. Look for cracked or damaged rungs or side rails.
10. If using a ladder where there is any traffic, place traffic cones or barriers a safe distance around the ladder.
11. The overlap on extension ladders is to be a minimum of three rungs.
12. Both feet are to be on the ladder while working. Do not have one foot on the ladder and another on an object.
13. There should be only one person on a ladder at a time.
14. Ladders used to climb onto a roof or elevated platform are to extend a minimum of 3 feet over the top.
15. A ladder must be placed against a fixed, stable object. Do not rest a ladder against a round pole which only makes contact with a rung. Both side rails must be supported.
16. No metal ladders when working near electrical parts or wiring.
17. Do not lean too far to one side on a ladder.
 - a. The center of your chest should not go beyond a side rail.
 - b. Brace or tie off the ladder if necessary, to prevent it from tipping.
18. Place a ladder on a flat, level, hard surface.
 - a. Do not stack blocks or other objects under a ladder to raise it higher. Too unstable.
 - b. Make sure the ladder will not shift or slide when placed on soil.
 - c. Do not place the ladder on any unstable surface that could move.
 - d. Do not place a ladder on an elevated platform, scaffolding or top of machinery.
19. If the ladder could slide out – tie off the bottom. If the ladder could slide sideways, tie off the top.

B. Step Ladders

1. Step ladders are only to be used in the open position as intended by design. They are not to be used as straight ladders.

2. Step ladders are to be fully open and the hinged spreader in the locked position before being used.
3. Step ladders are to be placed on a flat, level, hard surface.
 - a. Do not stack blocks or other objects under the feet of a step ladder to raise it higher.
 - b. Do not locate a step ladder on any elevated work surface such as scaffolding or the top of machinery.
4. Do not leave hand tools or parts on the top of step ladders, when climbing down.
5. Do not move a step ladder with any parts or tools on the ladder. All objects are to be removed from the top before moving the ladder.
6. Do not stand on the top or the upper most step of a step ladder. If the ladder is too short, use a bigger ladder or lift truck and safety cage or scissors lift truck or straight ladder, etc. etc.
7. Do not use a damaged step ladder. Report damage to the supervisor.
8. Do not use a metal step ladder for work near electrical parts, circuits or wiring. A wood or fiberglass ladder is required. They have nonconductive side rails.
9. Clean grease, oil or other materials off the steps of a step ladder, to avoid slippery footing.
10. Inspect a step ladder before using, to identify damage or safety problems.
11. Both feet should be on the ladder.
12. Aluminum step ladders can not be placed where they may come in contact with any live electrical parts.
13. Do not lean too far to one side on a step ladder.
 - a. The center of your chest should not go beyond a side rail.
 - b. Brace or tie off the ladder if necessary, to prevent it from tipping.