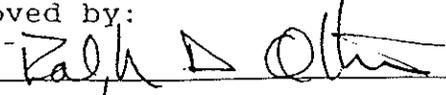


STANDARD OPERATING PROCEDURES MANUAL
DEPARTMENT OF GENERAL SERVICES
DIVISION OF PROPERTY MANAGEMENT

Title Ladder Safety	S.O.F. Number: 1661-05
Approved by: 	Effective Date: Revised: April 2, 1992
Developed by: <i>LRK</i> Melroy McMahon	Page <u>1</u> of <u>3</u>

HANDLING LADDERS

1. Inspect the ladder to see that it is safe to use. Ladders should be inspected frequently, and those that have defects should be either repaired or thrown away. Always red tag defective equipment.
2. Carry the ladder to the work area. Carry the ladder over your shoulder with front elevated. Be sure not to let it fall or drop because the impact can weaken the ladder.
3. Brace the lower end of the ladder against the base so it cannot slide. Then grasp rung at the upper end, using both hands.
4. Raise top end and walk forward under the ladder, moving hands to grasp other rungs as you proceed.
5. When erect, lean ladder forward to position desired. Check angle, height, and stability at top and bottom: Proper angle for a ladder: distance of ladder from building at base should be approximately one fourth the working length of the ladder. **Caution:** Do not erect a metal ladder near exposed electrical wires. Secure the ladder so it will not blow down.
6. Check to see that the supporting points of the ladder or step ladder are level. If these points are uneven due to soft ground or uneven footing, they should be braced and leveled by placing a piece of strong material (wood, metal) underneath.
7. When using a step ladder, make sure that it is fully spread and locked.
8. Be sure that shoes and rungs are free of mud or grease. Place feet squarely on rungs.
9. Face the ladder and grip it firmly when climbing up or down. **Caution:** Don't climb on a ladder that is occupied by someone else.
10. Set ladder where work can be reached with ease. Don't lean too far out to one side as this might cause an overload. **Caution:** If you are using a step ladder, never use the top step—there's always a danger of losing your balance. If you are climbing from a ladder to a roof, make sure that the top of the ladder extends at least 2 feet above the edge of the roof. When the ladder is too short, it is unsafe and difficult to get onto a roof and back again.
11. When you are finished using the ladder, take it down by doing the reverse of what you did to set it up. Then take it to storage. Ladders should be stored horizontally on supports to prevent

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The Right Way

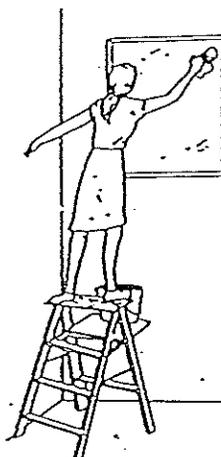
Safety



Ladders are safe and efficient when used properly and safely.

The Wrong Way

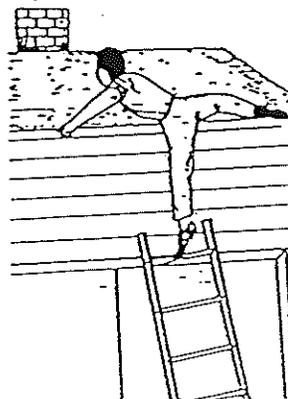
The back you break may be your own



Never use the top steps—it's too easy to lose your balance and fall off.



For safe access, extension ladders should protrude approximately 2 feet above step-off point.

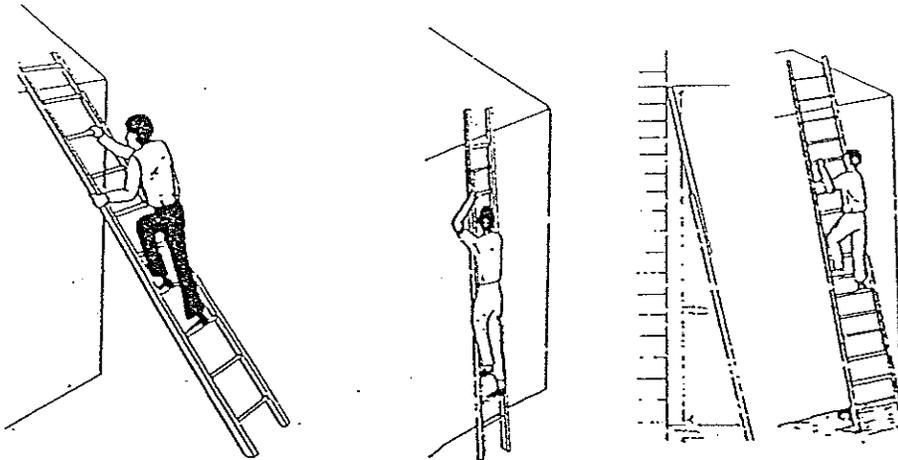


Too short a ladder can help you climb up and fall down.

Figure 4.4 The right way and wrong way for handling ladders.

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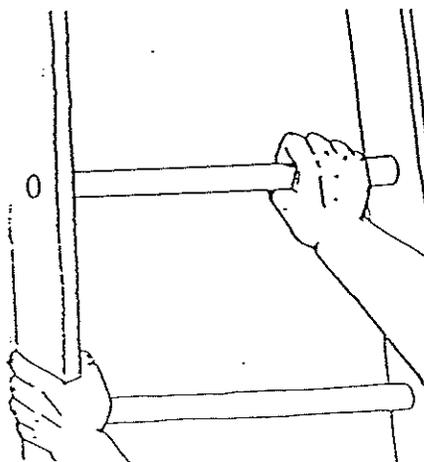
Common Sense Pointers



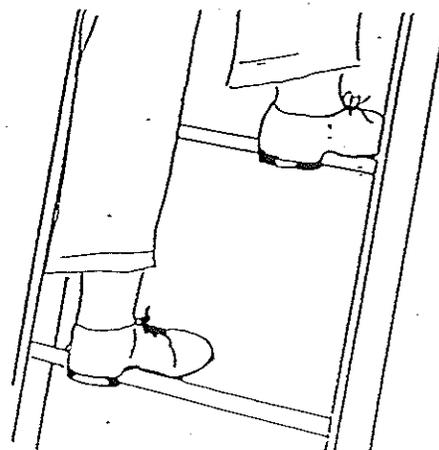
Legs are too far from the walls—base of ladder could break or “slide out.”

Legs are too close to wall base—tip-over hazard is great.

Proper angle can be figured by placing legs at a distance equal to one-fourth of the ladder support height.



Grip rungs and hand rails securely.



Place clean heels securely on rungs—remove mud, dirt, or oil prior to mounting.

Figure 4.4 The right way and wrong way for handling ladders.