

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
All Schools	Karl Ingoldsby	Timberlane Regional School District Safety Committee	3/29/22	New

HAZARDS PRESENT	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL RECCOMENDATIONS
<ul style="list-style-type: none"> <li>Awkward sustained postures</li> <li>Forceful exertions – Carrying ladder</li> <li>Risk of fall</li> <li>Pinch points</li> </ul>	<ul style="list-style-type: none"> <li>Closed toe footwear</li> </ul>	<ul style="list-style-type: none"> <li>Proper tool for the job</li> <li>Ladders should be inspected and documented by a sticker with a date, at least once a year.</li> </ul>

<b>SAFE WORK PROCEDURE</b>
<p>A single ladder or a section of an extension ladder cannot exceed 30 feet in length</p> <ol style="list-style-type: none"> <li>A 2-section extension ladder must not exceed 48 feet in length or 65 feet if it has more than 2 sections</li> <li>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</li> <li>Inspect the ladder for integrity, excessive wear / damage and if damage is apparent, remove from service</li> <li>Get help to carry a long or heavy ladder and do not carry and move a ladder when it is vertical</li> <li>Place the ladder feet on a level, solid surface, ensuring the feet grip</li> <li>Use the “4 to 1” rule. Ladders should be placed 1 foot away from the base for every 4 feet in height</li> <li>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</li> <li>When a ladder is used to access a roof or platform, the top must extend at least 1 m above the landing</li> <li>Go up and down a ladder facing it, 1 step at a time. Hold the side rails with both hands</li> <li>Do not extend any part of your body, except for arms, beyond the side rails and always maintain 3-point contact</li> <li>Do not stand on top 2 rungs and never overreach when working on a ladder</li> <li>Never try to “walk” or “shift” a ladder while on it</li> <li>Do not leave ladders unattended. Return to designated storage area</li> <li>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.             <ol style="list-style-type: none"> <li>Type IAA: Special Heavy duty. Up to 375 lbs.</li> <li>Type IA: Industrial, up to 300 lbs.</li> <li>Type I: Industrial. Up to 250 lbs.</li> <li>Type II: Medium duty. Up to 225 lbs.</li> </ol> </li> </ol>

e. Type III: Home use only, light duty. Up to 200 lbs.

**REGULATORY REQUIREMENTS**

- Equipment manuals / instruction
- In-house training
- <https://www.americanladderinstitute.org/page/BasicLadderSafety>