



LADDER SAFETY PROGRAM

Department of Environmental Health & Safety

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LADDERS

Falls from portable/step ladders are a major source of serious injury. Users must be aware of possible hazards and take proper precautions to prevent falling. Below are recommended items that the user should perform before and after using a ladder.

1. Inspect ladder frequently, before and after each use or when the ladder tips over. The ladder inspection report must be completed annually and submitted to EHS.
2. Reject and tag ladder out of service that has defects. Have ladder repaired or discarded if beyond repair.
3. Use the ladder designed for your tasks. Consider strength, type and height. For step ladders, use a ladder that is 3 feet shorter than the highest point you have to reach.
4. Get help when handling a heavy or long ladder (10 feet or more).
5. Keep ladder away from electrical wires. Check for overhead electrical wires before setting up. Ensure that all electrical equipment used during ladder work is in good condition and properly grounded.
6. Tie off ladder at the top and secure bottom to prevent it from slipping. Clear the area around the base and top of the ladder of debris, tools and other objects. Keep step ladders close to your work; don't overreach.
7. Set up barricades and warning signs when using a ladder in a doorway or passageway. Do not place a ladder against flexible or moveable surfaces or erect on unstable surfaces.
8. Clean muddy or slippery boot/shoe soles before climbing the ladder. Avoid climbing with wet soles. Ensure that footwear is in good condition.
9. Face the ladder when ascending or descending and when working from it.
10. Keep the center of your body within the side rails.
11. Ensure that only one person is on a single-width ladder.
12. Maintain three points of contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.

13. Grasp the rungs when climbing, not the side rails. Do not carry objects in your hands while on the ladder.
14. Do not work from the top three rungs of a portable ladder. Do not climb or sit on top two steps of step ladders.
15. Training can be requested through the Department of Environmental Health and Safety.

By following these simple procedures, ladder injuries can be prevented. For additional information, please contact the Department of Environmental Health and Safety at 410-296-7593 or via e-mail at safety@towson.edu.

LADDER INSPECTION

Area _____

Ladders shall be inspected for the following items frequently or if the ladder tips over. Any ladder found defective (except for missing ID label) shall be tagged out of service immediately (I.e., not used) until such time it is repaired. A ladder that cannot be repaired shall be discarded. Check YES (Indicates a defect) or NO (Indicates no defect) in the boxes provided.

YES	NO	General--Inspect ALL ladders for:
<input type="checkbox"/>	<input type="checkbox"/>	Missing or loose steps or rungs (They are loose if they can be moved by hand.).
<input type="checkbox"/>	<input type="checkbox"/>	Loose nails, screws, bolts or other metal parts.
<input type="checkbox"/>	<input type="checkbox"/>	Cracked, split, worn or broken rails, braces, steps or rungs.
<input type="checkbox"/>	<input type="checkbox"/>	Rough or splintered surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	Damaged or worn non-slip feet.
<input type="checkbox"/>	<input type="checkbox"/>	Twisted or distorted rails.
<input type="checkbox"/>	<input type="checkbox"/>	Missing identification label (Assign an ID#).
<input type="checkbox"/>	<input type="checkbox"/>	Corrosion, rust, oxidization and excessive wear, especially on treads.
<input type="checkbox"/>	<input type="checkbox"/>	Sharp edges on rails and rungs.

In addition to the above, the following shall be inspected:

YES	NO	Step Ladders
<input type="checkbox"/>	<input type="checkbox"/>	Wobble.
<input type="checkbox"/>	<input type="checkbox"/>	Loose or bent hinge spreaders.
<input type="checkbox"/>	<input type="checkbox"/>	Broken stop on hinge spreader.
<input type="checkbox"/>	<input type="checkbox"/>	Loose hinges.

YES	NO	Extension Ladders
<input type="checkbox"/>	<input type="checkbox"/>	Loose, broken or missing extension locks.
<input type="checkbox"/>	<input type="checkbox"/>	Defective locks that do not seat properly when ladder is extended.
<input type="checkbox"/>	<input type="checkbox"/>	Insufficient lubrication of working parts.
<input type="checkbox"/>	<input type="checkbox"/>	Defective cords, chains and ropes.
<input type="checkbox"/>	<input type="checkbox"/>	Missing or defective pads or sleeves.

Ladder Type	Serial / Identification Number	Location (Bldg.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: One form may be used to record up to 10 inspections of SAFE ladders. Each defective ladder must be recorded on a separate sheet.

Signed _____

Date _____