



Provide a Safe Learning and Working Environment

Colorado Springs School District 11

SAFETY STANDARD

Ladder Safety

1. This Safety Standard was developed by the Safety Office-Risk Related Activities Department.
2. A technical review and content acceptance was performed by:
 - The Director of Facilities
 - Facilities Department Shop Foremen
 - Custodial Support Mangers
3. This Safety Standard was reviewed and accepted by the Director, Risk Related Activities Department.

Approved: _____

A handwritten signature in black ink, appearing to read "Glenn Gustafson".

Date: _____

5/15/12

Glenn Gustafson
Deputy Superintendent/Chief Financial Officer

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RISK MANAGEMENT



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SCHOOL DISTRICT 11 SAFETY STANDARD

Ladder Safety

Ladders are useful tools and enable employees to perform work safely at elevated levels. But like any other tool, if used incorrectly a ladder becomes a risk and significant injuries could occur to you or other employees.

GENERAL LADDER SAFETY RULES

- 1. Never use a desk, chair, or other furniture items as a substitute for a ladder or step stool.**
- 2. Never use a ladder if you're not feeling well or if you're taking medications that make you feel drowsy.**
- 3. Be aware of and observe all manufacturers' instructions, to include load and capacity ratings. Job-made ladders are prohibited at all times. District employees will only use ladders that are rated for industrial or commercial use.**
- 4. Before using a ladder make certain it is in good operating condition. If there is any doubt, do not use the ladder until it has been checked thoroughly or replaced.**
- 5. Ladders with broken, bent, loose rails or rungs must not be used.**
- 6. Always use the appropriate ladder for the job to be done. Never use a step-ladder as a straight ladder.**
- 7. Use ladders only on stable and level surfaces unless secured to prevent accidental movement.**
- 8. Never place a ladder on boxes, barrels, or other unstable bases to obtain additional height.**
- 9. Never use a ladder on a scaffold platform.**
- 10. Never use a ladder as a horizontal platform, plank, scaffold or material hoist.**

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11. Do not stand higher than the second step from the top of a stepladder, nor stand or sit on the top cap, stand on the pail shelf, or on the back of the ladder.
12. Carry with care - always be aware of your surroundings. Electrical lines, utility pipes, low ceilings or beams are hazards that can be avoided by carrying a ladder horizontally.
13. Balance a ladder at the midpoint and be extra cautious when making turns.
14. Get help moving a ladder if it is too large or working in a confined area.
15. To keep a ladder stable set it up according to the 4:1 rule; for every 4 feet of ladder height, position the base of the ladder 1-foot away from the vertical support. Never attempt to place a ladder on slippery surface unless it is secured and equipped with slip resistant feet.
16. Never lean a ladder against a window or a door.
17. Keep the surrounding area clear of people, traffic, and materials.
18. Don't use metal or wet wooden ladders near electrical sources.
19. Block or supervise any doors that open near the ladder.
20. Ensure the locking arms on the ladder are secure.
21. Ensure all rung locks on an extension ladder are in good condition and properly engage.
22. Stay balanced. When climbing up or down, face the ladder and stay centered between the rails.
23. Never lean the center of your body outside the side rails, nor attempt to move, shift or extend ladders while in use.
24. Keep your hands free when climbing. Carry tools in a belt or apron, or raise and lower them using a hand line.
25. Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing.

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26. An extension or straight ladder used to access an elevated surface must extend at least 3-feet above the point of support.
27. Make certain shoelaces are tied and the ends aren't dangling. Make sure the soles of footwear are clean and dry.
28. When working outdoors do not use or access ladders in high winds or storms.
 - a. If ice or frost conditions are present on fixed height, exterior mounted ladders, those ladders will not be used until the potential slipping condition(s) has been eliminated.
 - b. Employees who have to work on roof tops and encounter wet walking surfaces must use extreme caution during the ladder ascent or descent. As much as possible, employees must remove snow or excess moisture or other debris from their footwear prior to accessing a ladder.
29. Steps, rungs, gripping surfaces and platforms must be kept free of oil, grease, or slippery materials.
30. Only one person at a time is permitted on a ladder unless the ladder is specifically designed for more than one climber, and appropriate training has been received.
31. Never jump or slide down from a ladder or climb more than one rung/step at a time.