

Portable Ladders

All portable ladders used by University faculty, staff and students will meet the following requirements:

- Rated greater than the weight of the worker and any tools or equipment carried by the worker;
- Appropriate ladder style for the job (i.e. step ladders will not be used in a folded position, step ladders will be tall enough to perform work without standing on the top two steps, extension ladders will extend a minimum of three feet above the discharge point, etc.);
- Metal ladders will not be used near electrical lines or sources; and
- Inspected prior to each use.

Ladders must be set up on a surface that is firm, flat and is not slippery. The top of extension ladders must be against a solid, fixed surface and extend at least three feet above the landing surface.

Extension ladders will be set up using the 4-to-1 principal (base of the ladder placed at a distance from the wall that is equal to one fourth of the height that the ladder is extended). When employees are on extension ladders at heights of 20 feet or higher, either a second person must steady the ladder base or the top of the ladder must be effectively tied off to a sound anchor point.

Ladders are rated according to the maximum weight they can safely support. The five rating classes are shown in the table below. Keep in mind that these ratings are for the combined weight of the user **and** any materials carried.

<u>Type</u>	<u>Rating</u>	<u>Description</u>
1AA	375 lbs.	Extra-heavy-duty industrial ladder
1A	300 lbs.	Heavy-duty industrial ladder
1	250 lbs.	Heavy-duty industrial ladder
2	225 lbs.	Medium-duty commercial ladder
3	200 lbs.	Light-duty household ladder

Ladder Inspections

Portable ladders must be inspected prior to each use.

Ladder Condition

- ☐ This is the proper ladder type for the job
- ☐ No cracks in rungs or sides of ladder
- ☐ No loose rungs
- ☐ No slippery contaminants on rungs or side rails
- ☐ Connection hardware is in good condition
- ☐ No broken locks or pulleys
- ☐ No damage to ladder feet/base
- ☐ No frayed or worn ropes
- ☐ Frame is not bent, warped or uneven

Ladder Setup**Extension Ladders**

- ☐ Firm, level ground
- ☐ Firm/proper top resting point
- ☐ Top extends at least four rungs above resting point if accessing roof
- ☐ Level ladder legs
- ☐ No electrical hazards
- ☐ No horizontal forces
- ☐ Rung locking devices secure
- ☐ Area cordoned off (if necessary)
- ☐ If 20 or more feet high, secure top of ladder or have a second person stabilize the base

Step Ladders

- ☐ Firm, level ground
- ☐ Reaches proper height
- ☐ No electrical hazards
- ☐ No horizontal forces required
- ☐ Work zone barricaded (if necessary)