

- Place the ladder for a 1:4 lean ratio: one foot out for every four feet up.



5. Work Safely

- Always do this
 - Follow manufacturer's recommendations for blocking and securing the ladder.
 - Face the ladder when climbing up and down.
 - Perform your work in line with the ladder, keeping your belt buckle between the rails.
 - Follow the "three-point" rule; keep both feet and one hand or both hands and one foot in contact with the ladder.
 - Keep the top and base areas of a ladder clear of obstructions.
 - Tie off extension ladders.

Do Not

- Do not stand on the ladder top (cap) or on the next rung right below it.
- Do not "walk" the ladder over; instead, get off the ladder and move it to the current work area.
- Do not work at height if you are not feeling well or you are taking medication that may impair your balance – let your supervisor know!



Training

Workers who will be using a ladder to reach an elevation greater than 48 inches are required to take the following course before first use:

ESH Course 293, Ladder Safety Training ([ESH Course 293](#))

References

[SLAC Environment, Safety, and Health Manual \(SLAC-I-720-0A29Z-001\)](#), [Chapter 15, "Ladder Safety"](#)



Using Portable Ladders Safely





1. Evaluate the Task or Work

- What needs to be accomplished?
- Where will the work be performed?
- Has training for this task been completed?



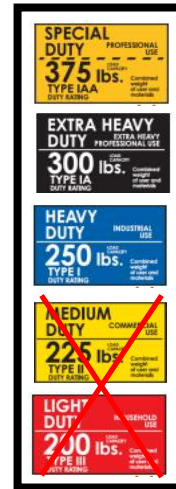
2. Select the Correct Ladder for the Job

- Always use ladders manufactured to ANSI ASC A14-series standards.
- Use only ladders rated as heavy duty or higher (for the correct rating, include weight of both the worker and tools).
- For electrical work, select only a dry ladder – preferably made of fiberglass and never one made of metal.
- Select the length or height of ladder for the task at hand:
 - Extension ladders should extend 3 feet above the roof or platform.

- Extension ladders should be long enough that you stand below the third rung from the top.
- Step ladders should be high enough so that you stand below the second rung from the top.

Do Not

- Do not use a chair or desk as a ladder.
- Do not use a step ladder as a lean-to ladder.



4. Position Ladders Correctly

- Rest the base of ladders on firm, level, dry, non-slippery surfaces, away from hallways, passageways, doorways, driveways, or heavy traffic areas.
- Use leg levelers when necessary to provide firm support.



3. Inspect Ladders before Using

- If a ladder shows any of these signs of an unsafe condition, remove it from service:
 - Is the ladder damaged, broken, bent, or delaminated?
 - Does it lack structural integrity; have broken treads or rails?
 - Are parts loose or missing?
 - Is the manufacturer's rating label missing or not readable?
 - Are accessories (leg levelers, paint shelves, stand-off shelves) in bad condition?
 - Step ladders: do the hinges open fully and do the spreaders lock?
 - Extension ladders: do the rung locks function?