



SAFETY INFORMATION SHEET

LADDER SAFETY

TO WHAT AND TO WHOM THIS SHEET PERTAINS

Everyone using ladders within the Department of Fine and Performing Arts

RISKS OR CONSEQUENCES

Broken bones, falls, other bodily injuries

BEST PRACTICES, RULES & PROCEDURES

- Do not reach out from a ladder. The rule of thumb is your belly button should not go further out than the right or left upright of the ladder.
- Inspect all equipment before you use it. Inspect for defects or missing parts.
- Never allow loose or unsecured tools to fall out of your pockets. Wear a tool belt designed for carrying tools or have tools and equipment sent up to you by rope or bucket. Tie your wrenches to your belt.
- Before you climb read and know the safety rules printed on the ladder by the manufacturer.
- Be mindful of the duty rating of the ladder before you ascend. Remember the duty rating is the total of your weight and the equipment you are holding. Remember the 1 to 4 rule. When leaning a straight ladder or extension ladder against the wall. One foot out from the wall for every four feet of height.
- When ascending to a platform or roof always extend the ladder 3 feet past the walking surface to allow for proper hold when getting on and off the ladder.
- Do not put a ladder on any other thing but the ground. Use a larger ladder for more extension. Never use a ladder on top of another ladder, lift or box to extend your reach always get a longer ladder.
- When using a ladder in front of a doorway always lock the door or open it and block off the passage to keep people from walking under you or knocking you down off the ladder.
- When using a step ladder always make sure to open the ladder fully and make sure all four feet are firmly planted on the ground. Never stand on a step higher than the manufacturer recommends.
- Never use a box or chair in place of a ladder.
- Always foot or hold a straight ladder. You may also spike the ladder foot to the ground
- Use the proper type of ladder for the situation. Never use an aluminum ladder for electrical work.

FOR FURTHER STUDY

Ask your technical director if you can view the ladder video.