



SAFETY INFORMATION

LADDER SAFETY

APPLICABLE TO:

Anyone using a ladder or step stool in the Theatre Arts Department.

RISKS AND CONSEQUENCES INCLUDE:

Personal injury, injury to others. Broken bones, falls, other bodily injuries (both temporary and permanent), death.

GUIDELINES, RULES AND PROCEDURES:

- Everyone working with a ladder must be trained on proper usage by an instructor or supervisor, and includes lowering, moving, setting up, and raising.
- If you have issues with heights, be sure to tell your supervisor or instructor.
- Do not work alone when using a ladder—make sure there is someone in the room working with you.
- Never use a chair, table or box in place of a ladder.
- Remove any unnecessary items from pockets or loose items that could fall and injure someone below.
- If carrying tools, wear a tool belt designed to carry tools or have tools and equipment sent up to you by rope or bucket.
- Before climbing the ladder, make sure you:
 - Read and know the safety rules printed on the ladder by the manufacturer.
 - Inspect the ladder before using, looking for defects, missing parts and free from slippery materials.
 - Report defects to your supervisor BEFORE climbing. Mark and tag defective equipment.
 - Are aware of the duty rating of the ladder, which is your weight and any equipment you have or will have.
 - Have all feet are securely on the ground.
 - A-Frame ladders should be opened fully, including step stools.
 - Extension or straight ladders must adhere to the 1 to 4 rule when leaning against a wall: one foot out from the wall for every four feet of height.
 - A straight ladder should have a “buddy” foot or hold the ladder.
 - Extend a leaning ladder at least three (3) feet beyond the top of a platform or landing when climbing on it.
 - Lock the door or have your “buddy” watch the door if the ladder is placed in front of a door.
- DO NOT place a ladder on top of other objects to increase its reach. If it’s too short, get a taller ladder.
- When climbing the ladder:
 - Make sure your hands, shoes and rungs are dry, free from grease, mud or other slippery materials.
 - Always face the ladder when ascending or descending.
 - Keep a three-point grip at all times (two hands and one foot or one hand and two feet)
 - NEVER stand on or above any steps that warns not to (This is usually the top two or three rungs/steps).
 - Avoid excessive stretching or leaning from a ladder.
 - The rule of thumb is your belly button should not go out further than the right or left upright of the ladder.

REFERENCES:

Thomas M. Shorrock, Florida Atlantic University, www.fau.edu/~shorrock, Feb. 3, 2006
<http://www.americanladderinstitute.org/>
<https://www.osha.gov/Publications/OSHA3662.pdf>

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- Taller ladders require two spotters to hold the base of the ladder and to keep people out from the general work area.
 - The spotters **MUST** wear a hard hat.
 - One spotter must always stay with the ladder.
- Ladders should have no more than one person at a time on them unless the ladder has been specifically designed otherwise.
- Never carry more than you can balance.
- Do not leave tools, equipment, materials or other objects unsecured, no matter how small, at the top of the ladder (or at any step) at any time.
- Do not leave a ladder set-up and unattended. If going on a break, lower the ladder before leaving.
- Use the proper ladder for the situation. For example, never use an aluminum ladder for electrical work.
- If you have any questions or concerns, ask your supervisor or instructor.

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