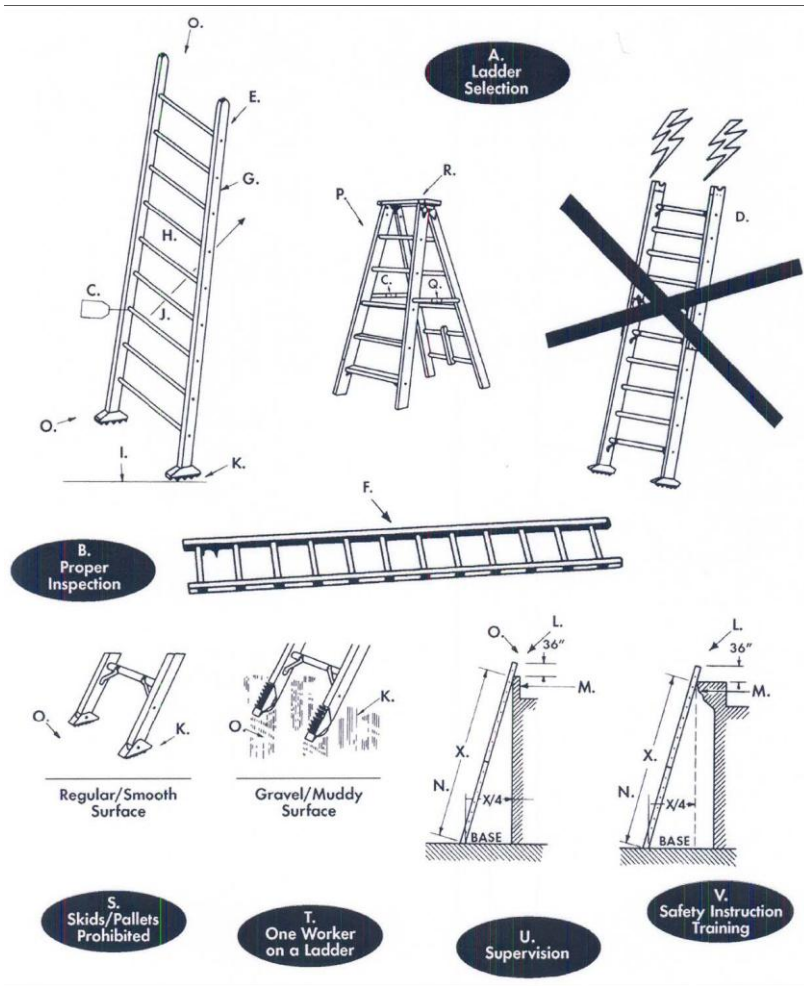




PORTABLE LADDER SAFETY

- A. Proper ladder selection is made through job preplanning ensuring the right ladder for the job involved.
 - B. Ladders are inspected and found to be in good condition *before* the job begins, regular inspection thereafter.
 - C. Defective ladders, ladders with broken rungs, missing rungs and parts, broken side rails, etc., are tagged out of service, removed from the job and destroyed. Makeshift repairs are not done.
 - D. Metal ladders/ladders with metal reinforcements are *not* used where electrical hazards exist.
 - E. Short sections of ladders are *not* spliced together to make longer ladders.
 - F. Ladders are *never* used as scaffolding planks.
 - G. Wood ladders where coated with a preservative, utilize *clear* coatings, *never* opaque (paint) coatings.
 - H. Ladder rungs and steps are kept free of grease, oil, dirt, etc.
 - I. Ladders are *not* placed on unstable bases such as boxes, barrels, uneven ground, etc.
 - J. Ladders are *not* placed in doorways/passageways or locations where they can be displaced by other work activities.
 - K. Non-self-supporting ladders (straight ladders) are equipped with non-slip bases and/or spikes, depending on terrain, with these devices maintained in good condition.
 - L. Ladder side rails extend at least 36" above bearing point when used to gain access to a roof, floor, or a level.
 - M. Straight ladders are tied off at the top, or both the top and bottom, where conditions warrant.
 - N. Straight ladders are placed at a pitch where the horizontal distance from the top support to the foot of the ladder is no more than four times the base of the ladder.
 - O. Good housekeeping is maintained at the top and bottom levels of ladders.
 - P. Self-supporting (step ladders) are not used as straight ladders.
 - Q. Step ladder spreaders are always fully extended.
 - R. Workers never use the top of step ladders to perform work.
 - S. Pallets/skids or similar devices are never used as ladders.
 - T. Ladders are *not* climbed, or work is not performed on, by more than one person at a time.
 - U. Competent supervision is provided to ensure safe ladder selection, condition, and use.
 - V. All workers are instructed in the proper and safe use of ladders on a periodic basis.
- Note: Illustrations do not include all possible ladder types or designs, nor should they be interpreted as correct design criteria.



Date:	Company Name:	
Project Number/Name:	Meeting Location:	Person Conducting Meeting:

Items Discussed: _____

Problem Areas or Concerns: _____

Attendees: _____

Comments: _____