



HARVARD

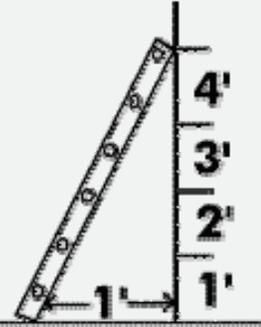
Campus Services

ENVIRONMENTAL HEALTH, SAFETY &
EMERGENCY MANAGEMENT

Date: 4/12/11

Toolbox Talk #12

LADDER SAFETY



Non Self-Supporting Ladders- Move the base of the ladder out 1' for every 4' of elevation



The use of Metal Ladders is prohibited by Harvard University EHSEM

Environmental Health,
Safety & Emergency
Management

Cambridge Campus
46 Blackstone St.
Cambridge MA, 02139
(617) 495-2060

Longwood Campus
107 Ave. Louis Pasteur
Boston, MA 02115
(617) 432-1720

Choosing the correct ladder:

Non-Conductive Ladder:

- Harvard employees are not allowed to use aluminum portable ladders
- Fiberglass or composite rail ladders (non-conductive) are recommended to be used by Harvard employees

Wooden Ladder:

- Wooden ladders may be used by Harvard employees if they are in good condition
- Replace damaged/old wooden ladders with non-conductive ladders

Step Ladder:

- Employees are never to stand on the top two rungs of a step ladder
- A step ladder must be used with the spreaders fully opened and secured

Straight or Extension Ladders:

- If accessing an elevated surface, extend the ladder 3 rungs above the leading edge and secure the top of the ladder to prevent slipping
- Never fasten two straight ladders together unless both ladders are specifically designed to do so

Inspect the ladder before use:

- Ensure rails and rungs/steps are not cracked, bent, loose or covered in oily debris
- Ensure step ladders have two spreaders (hold the ladder open) that are not damaged and that open and close properly
- Ensure the fly section of an extension ladder extends properly and securely locks into place
- Discard and mark any damaged portable ladders

Proper set up of a ladder:

- Secure or barricade the work site if in a high traffic area (doorways etc.)
- Place the ladder on a firm level surface
 - Straight or extension ladders must be angled at a 4 to 1 ratio
(For every 4 ft of elevation the ladder must extend 1 ft from the base)

Proper use of a portable ladder:

- Maintain 3 points of contact when working on the ladder
- Face the ladder when climbing up or down
- Keep ladder free of oil/grease and other slipping hazards
- Don't over-reach while on the ladder
- Don't shift, move or extend a ladder while in use
- Don't load ladder beyond the maximum intended load (see manufacturer label)