



Environmental Health and Instructional Safety **POLICIES AND PROCEDURES** **PORTABLE LADDER SAFETY GUIDELINES**

Wherever ladders are required to provide access to places where people need to work, CSUF shall provide and maintain them. However, employees must use certain precautions before and while using ladders. These Guidelines will help CSUF staff care for and use ladders.

General Guidelines

To safely store and maintain ladders:

1. Store wood ladders in well ventilated areas and away from exposure to the elements.
2. When stored horizontally, support ladders to avoid sagging and permanent set.
3. Clean ladders after exposure to greases, oil, or other slippery substances.
4. Do not paint ladders so that it covers cracks or defects.

Before using ladders, inspect them; do not use ladders with:

5. Broken, weak, or missing components.
6. Corrosion inside of hollow rungs.
7. Rungs supported solely with nails or other similar fixing devices.

When a ladder is broken or has a defect:

8. Do not repair it.
9. Discard or destroy it.
10. Tag it or mark it as "Dangerous, Do Not Use".

Purchase only ladders that:

11. Are designed, constructed and maintained according to OSHA guidelines and standards
12. Have rungs strung between two rails rather than across a single rail.
13. Are rated as ANSI Type IA - Extra Heavy Duty with a minimum 300 lb. work load including the user and their materials and tools.

When placing ladders:

14. Place each side rail on a level and firm footing.
15. Ensure that the ladder is rigid, stable and secure.
16. Keep area around top and bottom of ladder clear.
17. Do not support the side rails of ladders with boxes, loose bricks, or other loose packing.
18. Ensure that door openings near the ladder are fastened open, locked or guarded.
19. Use barricades or guards near passageways, doorways, or driveways.

When using a ladder:

20. Only one person at a time may use or work from a single ladder.
21. Always face the ladder when ascending or descending it.
22. Use only "trestle ladders" to support planks upon which a person will work.
23. Implement separate ladders for ascent and descent when there is significant traffic.
24. Ensure that hands and shoes are not greasy, muddy or otherwise slippery.

When using a ladder **do not**:

25. Place planks on top of a stepladder.
26. Use metal or wire reinforced ladders near electrical conductors or equipment.
27. Join ladders together to form a longer ladder.
28. Use a ladder as a guy, brace, tom, strut, beam, skid, or for any other unintended use.
29. Stand nor work on the top cap or next rung of a step ladder

Extension Ladders

Place extension ladders so that:

30. The horizontal distance from the foot to the structure is one quarter of the ladder's length.
31. They extend 3 feet above the rung on which the person is working.
32. An intermediate landing place is provided for each rise of 20 feet.
33. Ladders rise at least 3 feet above any landing place.
34. Ladders pass through floor openings that are as small as possible.

When securing extension ladders:

35. Fix a board to evenly distribute the load, when resting it against a window frame.
36. Fix them at the top and foot so that they cannot move.
37. When securing a ladder at both the top and bottom is not possible, fix it at the base.
38. If this is not possible, a person should secure it manually against slipping.

When using extension ladders **do not**:

39. Stand or work on the top 3 rungs¹.
40. Extend it to exceed 44 feet.
41. Use it unless it has a 3 foot overlap with working length of up to 33 feet.
42. Use it unless it has a 4 foot overlap with a working length of 33-44 feet.

8/9/06 SB

¹ Use of personal fall protection or the availability of a firm handhold as part of an adjacent structure may provide an exemption to the restriction on the use of the top three rungs. Cal OSHA Consultations made the distinction on this requirement between step and extension ladders.