Learning and applying ladder safety techniques can reduce the likelihood of injury whether you’re using a ladder at work or at home.

**Choose the Right Ladder:**
1) Choose the style of ladder needed. (e.g. extension ladder, stepladder, step stool)
2) Select the appropriate ladder height.
   - For an extension ladder, add 7 to 10 feet from the highest support or contact point.
   - For a stepladder, the maximum reaching height for a typical person is 4 feet above the height of the stepladder.
3) Select the appropriate ladder duty rating.
   - Duty rating is the maximum intended load which includes all weight on the ladder (e.g. person’s weight, tool weight, material weight).
4) Choose the proper ladder material.
   - Fiberglass
     - For working around electricity
   - Aluminum

**Inspection, Setup, Storage, & Ladder Use**
1. Pre-use Inspection
   - Inspect the ladder for major structural defects such as broken or missing rungs, cracked side rails, corroded components, or other faulty or defective components
   - If the ladder fails inspection, do not use the ladder.
     - Return the ladder to the tool room for repair or disposal.
2. Setup
   - Setup on a stable and level surface.
     - Do not stack objects under ladder legs to level the ladder.
     - Use a leveling device if necessary.
   - Avoid high traffic areas.
     - If unavoidable, use barricades or an additional person to help re-route traffic.
   - Set up stepladders at an angle to the work, as this allows you to put your Best Foot Forward while maintaining your Line of Strength and Balance.
   - Set up an extension ladder with the base 1’ away from the wall for every 4’ the ladder reaches to create a 75 degree angle.
   - An extension ladder needs to extend 3 feet above a roofline or working platform.
   - Fully open a stepladder and firmly lock both spreaders. Never climb a closed stepladder.
3. Storage
   - Keep ladders in a sheltered area away from heat, weather, and corrosive materials.
4. Use
   • Keep your belt buckle in between the side rails to make sure your body is centered.
   • When ascending and descending, face the ladder.
   • Use three points of contact when climbing.
   • Highest standing level on a stepladder is two steps down from the top.
   • Highest standing level on an extension ladder is four rungs from the top.
   • Never climb a ladder during rain or strong winds or if there's a chance of lightning.

Chairs, Desks, Tables are Not Ladders
Chairs are meant to be sat upon...desks, tables, and counters are meant to be worked upon... do not stand on desks, tables, counters, or chairs.
   • Chairs with wheels can come out from under you if you stand on them.
   • Chairs, tables, and desks can tip easily when your weight is shifted in a particular direction.

Use a step stool or stepladder. If you don’t have a step stool or stepladder, find out where the nearest one is stored and how to access it.

Step Stool Use
   • Place the step stool level on the ground, as near as possible to the object you are trying to reach.
   • Make sure folding step stools are fully open / extended and locked into position.
   • Brace yourself by putting a hand on a nearby wall while ascending or descending the step stool.
   • Do not lean over to reach for or pick up an item as this can cause you to lose your balance.
   • If you need to stretch or go up on your tip-toes while on a step stool... you need a ladder.
   • Step stools should have non-slip tanned steps and angled rubber leg tips for stability.
   • Never use step stools that are in need of repair. Observe capacity ratings.