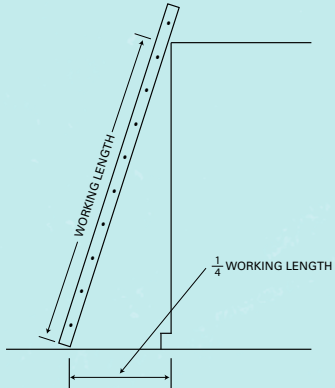


Ladder Best Practices

While the function of ladders may be simple, the basic safety rules that apply to most other pieces of equipment will also apply to the use of ladders for safety.

The following safety points (not inclusive) should always be adhered to:

- Always inspect a ladder before using it and never use a ladder that is damaged in any manner
- Always place the base of single and extension ladders a distance from a vertical structure equal to one-fourth the working length of the ladder - as shown below:



- Never use ladders on top of boxes or other unstable bases for additional height
- Always place ladders on a clean, slip free, and level surface or lash, secure, or tie down ladders if used on unstable surfaces
- Always extend

the legs of a stepladder fully and make sure the spreaders are locked

- Never use ladders in high winds or storms
- Ensure the ladder reaches a minimum of three feet above the point of support and secure the ladder at that point of support
- Never use a ladder as a horizontal platform, scaffold, or for any other purpose in a horizontal position
- Never use a ladder in front of closed doors

or doorways unless the doorway is blocked open, locked, or guarded

- Always pay attention while on ladders and wear non-slip foot wear
- Always face the ladder when climbing up or down
- Always maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing
- Always use hoists and/or tool belts to carry items up a ladder
- Never attempt moving or shifting a ladder while on the ladder
- Never climb higher than the third rung from the top on single or extension ladders or the second tread from the top on stepladders
- Store ladders in storage racks, or in a horizontal orientation
- If stored in a vertical position, secure the ladders with cables, chains or ropes

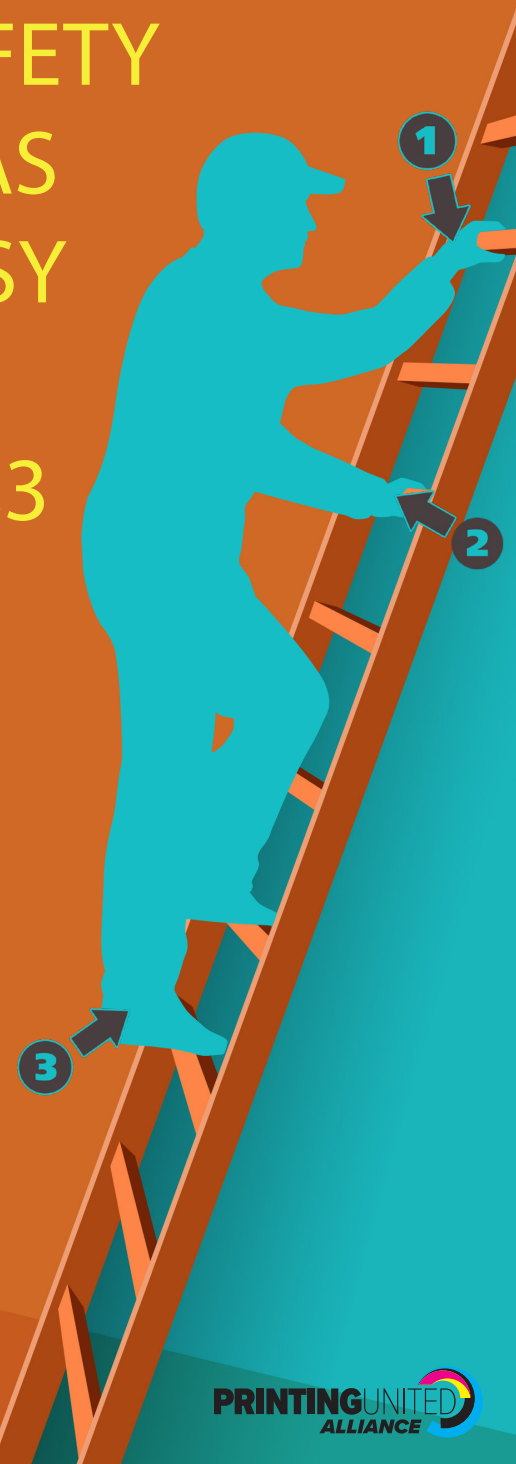
Ladder Safety Training

All employers need to provide safety training prior to their employees using portable ladders. The following minimum training elements should be provided by a competent person:

- How to recognize hazards related to ladders and the procedures to be followed to minimize the hazards
- The proper selection, use and placement of ladders
- Inspection, maintenance and storage procedures
- The correct procedures for erecting, and maintaining ladders
- The proper construction, use, placement, and care in handling of all ladders
- The maximum intended load capacities of ladders used

Employees must be re-trained regarding the use of ladders whenever they display unsafe practices when using ladders, or as necessary when new safety information is available.

LADDER SAFETY IS AS EASY AS 1,2,3



Introduction

Within a graphics operation there are a variety of tasks that will require an employee to access elevated locations or perform work at heights. These tasks include accessing and storing stock, doing repairs and renovations, installing/removing products (e.g., displays, signs and decals), and accessing elevated surfaces (e.g., lofts, roofs)

A common piece of equipment that is used to reach these elevated locations is the ladder. As simple and common as ladders are, they are not always the first choice of employees or not always used in the proper way. Sometimes an employee will use a convenient bucket, chair, box or even less stable item in place of a ladder. The hazards associated with using these substitutions can be a sudden movement of the object when working or reaching.

And when not used properly, working on ladders can have its own set of hazards in addition to performing the project task. Using ladders requires you to climb, balance, and reach. Not paying attention while on ladders, using the wrong foot wear, or using the wrong or damaged ladder can have serious consequences.

According to OSHA statistics, falls from ladders are a leading cause for most fall injuries, and contribute to 20% of the fatalities in general industry.

Since ladders in the workplace are considered equipment, they need to be properly selected, used, and maintained as any other piece of equipment. And employees need to know and understand the hazards as well as the safe work practices they can take while working with ladders to help prevent injuries.

Portable Ladders

The right ladder, not a convenient substitute, should always be used for reaching higher locations. Ladders are designed for this type of access and make the job easier and safer.

Although there are numerous types of ladders that exist, the most common ladders used in the graphics industry are portable ladders which include step ladders, single ladders, extension ladders and combination ladders.

- Step ladders are self-supporting, foldable, and use a locking spreader
- Single Ladders are non-self-supporting, non-adjustable in length, and consisting of one section
- Extension ladders are non-self supporting and adjustable in length
- Combination ladders can be arranged and used as a stepladder, extension ladder, trestle ladder, or stairway ladder

All portable ladders are designed to be used by only one person at a time.

Select the Right Ladder

Safety with ladders begins with selecting the right ladder. Workers must choose a ladder that will support both the person and any tools or materials the person holds while on the ladder. They can do this by checking the duty rating and warning labels that are affixed on all ladders. The duty rating of the ladder needs to be greater than the total weight of the worker, tools, and other items that will be placed on the ladder.

Along with having the right type of ladder is selecting the right size ladder. Workers need a ladder that will be tall enough to do the job and still provide safety. A ladder that is too short can force the worker to overreach and put them off balance. A ladder that is too long may not be able to be safely secured at its base or placed at an unsafe angle for climbing.

Also, make sure the right ladder is selected for the right circumstances. For example, never use a metal ladder for any electrical work or for work that is near electrical components.

Once the correct ladder is selected, the person using the ladder must always inspect it prior to use. The safety points should be checked before each use:

- Ensure there is no damage to side rails or rungs
- Look for any missing, damaged or loose parts
- Ensure all rung-to-side-rail connections are secure
- Check that the base feet are in place and in good condition
- Ensure there are no sheared rivets
- Check all moving components such as spreaders, extension ladder locks and ropes

If any ladder is found to be damaged or unsafe it should not be used and immediately tagged as “Dangerous” or “Do not use” and disposed of properly. Ideally, damaged ladders should be cut in half to prevent use.

THE LADDER TO SUCCESS...IS WHEN YOU USE THE 1/4 RULE

Always set back a non-self supporting ladder the distance of 1/4 the working height to the top support