

# JOB HAZARD ANALYSIS

Using a Step Ladder (portable, self-supporting, A-frame ladder)

Task	Hazards	Controls
1. Choosing the right step ladder with the proper load capacity. To determine the correct ladder, consider your weight plus the weight of all tools, materials and equipment.	○ Falling	<input type="checkbox"/> Follow the rated load capacity on the ladder sticker. Obtain a higher load capacity ladder, as needed.
2. Inspecting the ladder for obvious damage or loose mechanisms prior to use, including: <ul style="list-style-type: none"> <li>○ Structural damage, split/bent side rails, broken or missing rungs/steps/cleats and missing or damaged safety devices.</li> <li>○ Grease, dirt or other contaminants that could cause slips or falls.</li> </ul>	○ Falling	<input type="checkbox"/> Inspect ladder prior to use and remove from service if ladder does not pass inspection.
3. Setting up the ladder.	<ul style="list-style-type: none"> <li>○ Falling</li> <li>○ Losing control of the ladder and inflicting injury to self or others.</li>   <li>○ Potential electrocution.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set-up ladder on even, stable, non-slip surfaces.</li> <li><input type="checkbox"/> Ensure metal spreaders or locking mechanisms are in place and properly working.</li> <li><input type="checkbox"/> In a high traffic area, secure the ladder use area with cones and/or caution tape.</li> <li><input type="checkbox"/> For taller ladders, use two people to move and set up the ladder.</li>   <li><input type="checkbox"/> Scan the area for overhead power lines before setting up or climbing the ladder.</li> <li><input type="checkbox"/> Do not use metal ladders near power lines or electrical equipment.</li> </ul>
4. Using the ladder.	○ Falling.	<input type="checkbox"/> Keep the ladder free of slippery material.

			<input type="checkbox"/> Maintain three points of contact while on the ladder. <input type="checkbox"/> Do not stand on the top rung or top cap. <input type="checkbox"/> When climbing up or down, stay in the center of the rungs and face the ladder. <input type="checkbox"/> Do not reach outside the ladder side rails. <input type="checkbox"/> Do not use a folded step ladder as a single ladder. <input type="checkbox"/> Use a fall protection system if the ladder is placed in an area where a fall to a lower level could occur.
	5. Taking down the ladder and returning it to its storage location.	<ul style="list-style-type: none"> <li>○ Injuries to self and others from losing control of the ladder.</li> </ul>	<input type="checkbox"/> Scan area for any new obstacles prior to taking down ladder. <input type="checkbox"/> Be aware of ladder dimensions when returning to the storage area; overhead hazards, other obstacles, or individuals. <input type="checkbox"/> For taller ladders, use two people to move and put away the ladder. <input type="checkbox"/> Secure ladder in storage area; do not block electrical panels or fire extinguishers.
	<b>Required Training:</b> <ol style="list-style-type: none"> <li>1. Use of ladders</li> <li>2. Use of a fall protection system (as needed)</li> </ol>	<b>Required Personal Protective Equipment (PPE)</b> <ol style="list-style-type: none"> <li>1. Fall protection harness assembly, as needed for potential falls to a lower level.</li> </ol>	
<b>Other Information:</b> <b>Contributors:</b> <b>Created:</b>	<a href="#">Reducing Falls in Construction: Safe Use of Stepladders OSHA FactSheet</a> Environmental Health & Safety; Facilities & Construction Safety Committee 7/13/2021		