

Job Hazard Analysis

Campus-wide

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

Task 1

Choosing the right extension ladder with the proper load capacity. To determine the correct ladder, consider your weight plus the weight of all tools, materials and equipment.

Hazards

- Falling

Controls

- Follow the rated load capacity on the ladder sticker. Obtain a higher load capacity ladder, as needed.

Task 2

Inspecting the ladder for obvious damage or loose mechanisms prior to use, including:

- a) Structural damage, split/bent side rails, broken or missing rungs/steps/cleats and missing or damaged safety devices.
- b) Grease, dirt or other contaminants that could cause slips or falls.

Hazards

- Falling

Controls

- Inspect ladder prior to use and remove from service if ladder does not pass inspection. It must immediately be marked as defective or tagged with “Do Not Use” or similar language.

Task 3

Setting up the ladder.

Hazards

- Falling
- Losing control of the ladder and inflicting injury to self or others
- Potential electrocution

Controls

- Set-up ladder on even, stable, non-slip surfaces.
- Ensure metal spreaders or locking mechanisms are in place and properly working.
- In a high traffic area, secure the ladder use area with cones and/or caution tape.

- For taller ladders, use two people to move and set up the ladder.
- Scan the area for overhead power lines before setting up or climbing the ladder.
- Do not use metal ladders near power lines or electrical equipment.

Task 4

Using the ladder.

Hazards

- Falling

Controls

- Keep the ladder free of slippery material.
- Maintain three points of contact while on the ladder.
- Do not stand on the top rung or top cap.
- When climbing up or down, stay in the center of the rungs and face the ladder.
- Do not reach outside the ladder side rails.
- Do not use a folded step ladder as a single ladder.
- Use a fall protection system if the ladder is placed in an area where a fall to a lower level could occur.

Task 5

Taking down the ladder and returning it to its storage location.

Hazards

- Injury to self and others from losing control of the ladder.

Controls

- Scan area for any new obstacles prior to taking down ladder.
- Be aware of ladder dimensions when returning to the storage area; overhead hazards, other obstacles, or individuals.
- For taller ladders, use two people to move and put away the ladder.
- Secure ladder in storage area; do not block electrical panels or fire extinguishers.

Required Training

- 1) Ladder Safety training
- 2) Use of fall protection system (as needed)

Required Personal Protective Equipment

- 1) Fall protection harness assembly, as needed for potential falls to a lower level.
- 2) Hard hat, as needed for overhead hazards.

Other Information

[Reducing Falls in Construction: Safe Use of Extension Ladders OSHA Factsheet](#)

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