

Job Hazard Analysis

Campus-wide

Using a Step Stool (portable, self-supporting, foldable ladder, 32" or less to top step)

Task 1

Choosing the correct height step stool for the task.

Hazards

- Strains, sprains
- Falling

Controls

- Choose a step stool/ladder that allows you to safely reach the materials and area you are trying to access. Ensure you are not reaching excessively overhead with your shoulders and/or elbows.

Task 2

Unfolding and folding up the step stool.

Hazards

- Pinch points

Controls

- Watch for pinch points.

Task 3

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

- a) Missing steps, bolts, cleats, screws, and loose components.
- b) Grease, dirt or other contaminants that could cause slips or falls.

Hazards

- Falling

Controls

- Inspect step stool prior to use and remove from service if step stool does not pass inspection.

Task 4

Setting up the step stool.

Hazards

- Falling

Controls

- Ensure the step stool is placed on even and stable ground prior to use.
- Ensure the step stool is positioned so that you do not arch, bend, or twist your back.
- Ensure the step stool is completely open. Ensure locking mechanisms are in place and properly working.
- If the stool has a handle, ensure it is against a stable surface so it does not fall over.
- Allow sufficient room to step off the step stool, keeping the area at bottom of step stool free of tools and materials.

Required Training

- 1) Ladder Safety training

Required Personal Protective Equipment

- 1) None

Other Information

Contributors: Environmental Health & Safety, Facilities & Construction Safety Committee

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