|  | https://tse1.mm.bing.net/th?&id=OIP.M7f415e8d47bd504fcb69150790b6146bH0&w=300&h=80&c=0&pid=1.9&rs=0&p=0&r=0  JOB HAZARD ANALYSIS  Campuswide  Using a Step Stool (self-supporting, foldable, portable ladder, 32” or less to top step) | | |
| --- | --- | --- | --- |
| Task | Hazards | Controls |
| 1. Choosing the correct height step stool/ladder for the task. | * Strains, sprains. * Falling | * 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. |
| 1. Unfolding and folding up a step stool. | * Pinch points. | * Watch for pinch points. |
| 1. Inspecting the step stool for obvious damage or loose mechanisms prior to use, including:    1. Missing steps, bolts, cleats, screws, and loose components.    2. Grease, dirt or other contaminants that could cause slips or falls. | * Falling | * Inspect step stool prior to use and remove from service if step stool does not pass inspection. |
| 1. Setting up the step stool. | * Falling | * 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:** Included in ladder safety training. | **Required Personal Protective Equipment (PPE):** None | |
| **Other Information:**  **Contributors:**  **Created:** | **Karen Barnack, Environmental Health & Safety, Facilities & Construction Safety Committee**  **11/9/2021, Reviewed and updated 2/7/2022** | | |