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**Appendix D - Student (Unpaid) Ladder Safety Awareness**

Ladders are a potential source of workplace injuries. Most of these incidents can be prevented when proper safety precautions are implemented.

1. Ladders must be used in accordance with manufacturer’s instructions.
2. Users must inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.

3.) Ladders must have all manufacturer’s labels legible.

4.) Ladders must be faced when ascending and descending.

5.) Users must maintain grasp of the ladder with at least one hand when ascending and descending (three points of contact).

6.) Users may not carry items that could cause a loss of balance while ascending and descending.

* A tool belt, back pack, etc., must be used to carry tools, equipment and materials when necessary.

7.) When ascending, descending or working from a ladder the body must be near the middle of the rungs to prevent accidental displacement.

8.) Ladders must not be loaded beyond their maximum intended load as found on the label.

* Maximum intended load is the weight of the employee, tools, equipment and materials that are carried.
* When using a wooden ladder attention should be paid to the weight limit (typically have lower weight limits).

9.) Ladders are only to be used on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement.

10.) Ladders must not be placed on other objects such as boxes, barrels, scaffolds, or other unstable bases in an effort to achieve additional height.

11.) Ladders are not to be moved, shifted, or extended during use.

12.) Ladders placed in locations such as passageways, doorways, or driveways, where they could be displaced by other activities or traffic must be;

* Secured to prevent accidental displacement, or
* Guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder.

13.) Ladders placed on slippery surfaces must be secured and stabilized to prevent accidental displacement.

14.) The top of a non-self-supporting ladder must be placed so that both side rails are supported, unless the ladder is equipped with a single support attachment.

15.) Portable ladders used to gain access to an upper landing surface must have rails that extend at least three feet above the upper landing surface.

16.) Ladders and ladder sections must not be tied or fastened together to provide added length unless they are specifically designed by the manufacturer for such use.

17.) Ladders must not be accessed from the side unless the ladder is secured from accidental displacement.

18.) Prior to climbing, users should look overhead for possible obstructions.

19.) Ladders must be non-conductive when performing electrical tasks and placed at least 10 feet from overhead lines.