

	PORTABLE LADDER SAFETY AND TYPES			Page 1 of 6
	Company Doc. No. HSEDOCS-PLS-00-000	Contractor Ref. No. QHSE-PLS-0000	Date 00-00-0000	Revision 00



PREPARED BY:	REVIEWED & APPROVED BY:
QA QC ENGINEER	PROJECT ENGINEER

	PORTABLE LADDER SAFETY AND TYPES			Page 2 of 6
	Company Doc. No. HSEDOCS-PLS-00-000	Contractor Ref. No. QHSE-PLS-0000	Date 00-00-0000	Revision 00

Table of Contents

A. Types of Portable Ladders.....	3
B. Categories of Duty Ratings.....	3
C. Set-up.....	3
D. Inspection.....	4
E. Usage.....	5

	PORTABLE LADDER SAFETY AND TYPES			Page 3 of 6
	Company Doc. No. HSEDOCS-PLS-00-000	Contractor Ref. No. QHSE-PLS-0000	Date 00-00-0000	Revision 00

A. Types of Portable Ladders

1. Extension
2. Single or straight ladders
3. Step or folding ladders

These ladders are built from three basic materials; wood, fiberglass, and aluminum. They are used for multiple purposes, circumstances, and activities. Some items to consider when choosing the correct ladder for the job include the environment where it will be used, length, and duty rating which is the ladder weight rating or maximum weight capacity the portable ladder can safely carry or support. Each type also has limits on its length.

1. A stepladder should be no more than 20 feet or 6.096 meters high.
2. A one-section single ladder should be no more than 30 or 9.144 meters feet.
3. An extension ladder can go to 60 feet or 18.288 meters, but the sections must overlap.

B. Categories of Duty Ratings

Working Load:

Duty Rating	Ladder Type	Pounds
Special Duty	1-AA	375
Extra Heavy Duty	1-A	300
Heavy Duty	1	250
Medium Duty	2	225
Light Duty	3	200

	PORTABLE LADDER SAFETY AND TYPES			Page 4 of 6
	Company Doc. No. HSEDOCS-PLS-00-000	Contractor Ref. No. QHSE-PLS-0000	Date 00-00-0000	Revision 00

C. Set-up

1. Position ladders near the work to avoid overreaching.
2. Place ladders on a solid and level surface and ensure ladders are stable and plumb
3. Position the ladder in the safest location possible. Avoid building entry and exit areas or doorways and areas used for pedestrian and vehicular traffic and block off the area around the ladder
4. Secure extension ladders at their top and bottom so they cannot be moved away from the wall or move sideways.
5. Keep the areas at the top and bottom of the ladder clear of debris, clutter, and other obstructions
6. Never place ladders on concrete blocks or other unstable surfaces to obtain additional height
7. Set extension ladders at a 75-degree angle. One-quarter the working length of the ladder or one foot away from the wall for every 4 feet in height
8. Extend ladder side rails of extension ladders 36 inches above the upper landing surface which allows for safe movement from the ladder to the landing surface
9. Look above areas before placing or setting up ladders for overhead power lines or other obstructions and keep ladders away from these areas
10. Make sure the side rails of extension ladders are equally supported
11. Never over-extend an extension ladder
12. Sections of extension ladders should overlap enough to retain the strength of the ladder.
13. Each section of a multi-section ladder must overlap the adjacent section by at least 3 feet for ladders up to 36 feet and 4 feet for longer extension ladders.
14. Do not set up or take a ladder down when it is extended
15. Erect extension ladders so that the bottom section faces the wall and the upper section rests on and in front of the bottom section

D. Inspection

1. Inspect ladders before each use
2. Check for cracks, bends, splits, broken or missing pieces, corrosion, and other signs of wear
3. Make sure the ladder has non-skid or slip-resistant feet or pads that work and pivot properly
4. Check for loose bolts, rivets, and other fittings

	PORTABLE LADDER SAFETY AND TYPES			Page 5 of 6
	Company Doc. No. HSEDOCS-PLS-00-000	Contractor Ref. No. QHSE-PLS-0000	Date 00-00-0000	Revision 00

5. Inspect spreader and support or gusset braces of step ladders and rung locks and braces on extension ladders to ensure they are present, have no defective parts, and are in proper working condition.
6. Look at the rope and pulley on extension ladders to make sure they work the rope is not tangled or frayed and the pulley is properly attached to the rung.
7. Ensure the label on the ladder is present and check the capacity of the ladder to make sure it is capable of holding you and the equipment you are wearing or taking up the ladder
8. Inspect painted areas on ladders very carefully for hidden damage or defects.
9. Wood ladders cannot be coated with any paint covering
10. Inspect for oil, grease, moisture, or other slipping hazards on the rungs and clean as necessary

E. Usage

1. Use the correct ladder for the job or task and the ladder's intended purpose
2. Always face the ladder when climbing and never turn away from the rungs or steps
3. Don't lean out past the ladder side rails. Follow the "belt buckle rule" keeping your body centered between the ladder side rails
4. Never carry tools or other materials in hand while climbing a ladder
5. Climb one rung or step at a time and maintain a 3-point contact when climbing a ladder, meaning you always have one foot and two hands or two feet and one hand on the portable or any other type of ladder while climbing
6. Don't overreach, lean, pull, stretch, or make sudden moves while on a ladder
7. Never try to move, shift, or extend a ladder while on it.
8. Don't stand on the top two rungs of a step ladder or the top three rungs of an extension ladder
9. Know the load rating and do not exceed the ladders maximum load rating capacity
10. Climb only the rungs of a ladder and never the cross braces
11. Allow only one person on a ladder at a time – wait for the person climbing the ladder to get off before you climb
12. Be careful when stepping onto and off ladders from the ground and at heights
13. Never work under ladders that are set up
14. Don't use step ladders in a folded position or leaning up against a wall.
15. Always lock the spreaders of step ladders

	PORTABLE LADDER SAFETY AND TYPES			Page 6 of 6
	Company Doc. No. HSEDOCS-PLS-00-000	Contractor Ref. No. QHSE-PLS-0000	Date 00-00-0000	Revision 00

16. Do not leave tools or materials on the top caps of step ladders
17. Use only ladders of non-conductive material when electricity is present or any potential contact with electricity
18. Always follow the manufacturer's instructions and warnings
19. Wear proper footwear when climbing ladders
20. Don't use makeshift ladders or ladders with makeshift repairs
21. Single portable ladders must not be tied extended or fastened together to provide a longer length