

## Appendix A

### Ladder Safety Checklist

To prevent falls from ladders, make sure you have the following controls in place:

#### General Considerations for Ladder Usage

- Use only ladders that are in good condition and designed to handle the climbing job that needs to be done.
- Train employees on proper ladder use.
- Make proper ladder use a performance requirement for the job.
- Require employees to complete a ladder inspection before each use.

#### Criteria for Ladder Purchase and Care:

- Check OSHA standards for the type of ladder you are using.
- Use only Underwriter's Laboratory approved ladders (will have the UL seal).
- Protect wood ladders with a clear sealer, such as varnish, shellac, linseed oil or wood preservative because paint can hide defects.

#### Ladder Usage:

- Be sure step ladders are fully open and locked before climbing them.
- Place ladder on a flat, secure surface.
- Place ladder on a hard surface as it will sink into a soft surface.
- Place ladder on non-movable base.
- Lean ladder against a secure surface, not boxes or barrels.
- Do not place ladder in front of a door.
- Position base of ladder one foot away for every four feet of height to where it rests (1:4 ratio).
- Ladder rails should extend at least three feet above top landing.
- Check shoes to ensure they are free of grease or mud.
- Mount the ladder from the center, not from the side.
- Face ladder when ascending or descending, and hold on with both hands.
- Carry tools in pockets, in a bag attached to a belt, or raised and lowered by rope.
- Don't climb higher than the third rung from the top.
- Work facing the ladder.
- Do not overreach, always keep your torso between the ladder rails.
- When using ladder for high places, securely lash or fasten the ladder to prevent slipping.
- Avoid aluminum ladders if work must be done around electrical wires or power lines.