

Before climbing a ladder, think about where and how it will be set up.

- Read and follow all the instructions and warnings on the ladder. Follow all manufacturer's warnings for the specific type of ladder being used.
- Always inspect a portable ladder before using it. If the ladder is damaged, it must be removed from service and tagged until it has been repaired or properly discarded. Never use a damaged ladder!
- Only put ladders on stable and level surfaces unless the base of the ladder is secured to prevent accidental movement.
- Never place a ladder on other objects, like boxes, shelving, scaffolds, or pallets, to try to gain more height to access the work area.
- When it is necessary to set up a ladder in an area like a passageway, doorway, or driveway, the ladder should be secured, and the area should be barricaded to keep traffic and pedestrians away from the ladder to avoid displacement.
- Ensure extension ladders are placed at a proper angle before climbing up and when in use. For every four feet high, the base of the extension ladder should be one foot out away from the wall. *For example: If the ladder is 20 feet high the base should be moved away from the wall or other sturdy structure by 5 feet.*
- Allow at least 3 feet of an extension ladder to extend above the edge or point of support when used to reach another surface.
- Avoid electrical hazards! Look for overhead power lines before handling or climbing a ladder. Do not use a metal ladder near power lines or electrical equipment.
- Maintain good housekeeping in the areas near ladders in use.
- Never attempt to move the ladder without first descending, relocating the ladder, and then re-climbing.
- Do not move or shift a ladder while a person or equipment is on the ladder.



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## Discussion

**Why is it important to maintain good housekeeping around ladders that are in use?**

**What does 3-point contact mean and when is it required for ladder safety?**