



Seventh-day
Adventist Church™

North New Zealand Conference Ladder Safety Guidelines



2018

Health, Safety & Environment
LADDER SAFETY



– This is a Quick Reference Pocket Card
(Reference OSHA 1910.25, 1910.26 & 1910.27 and
HSE PROCEDURE HSEP 18.3, 13.8 for additional
in-depth information on ladder safety)

■ **Inspect ladder prior to use:**

- Check for missing cleats, cracked or missing rungs, damaged or missing side rails, and an adequate load rating.
- Ladder shall not be painted.
- Ladder shall be free of grease, oil, mud or other hazards.
- Keep ladder clear of doors which may be opened to ladder. If not possible, the door shall be locked or guarded.
- Check shoes for grease, mud, or a lack of traction.
- Top of ladder shall be tied off to something substantial (no handrails). The bottom of ladder shall be equipped with safety (non-skid) feet.
- Safe ladder angle shall be 4V:1H. (See reverse.)
- Do not use any ladder which is defective.
- Top of ladder shall extend 3'-0" beyond the upper transfer point or platform.
- Extension ladder must be overlapped 3-rungs minimum.
- A safety rail shall be provided at top of ladder platform.

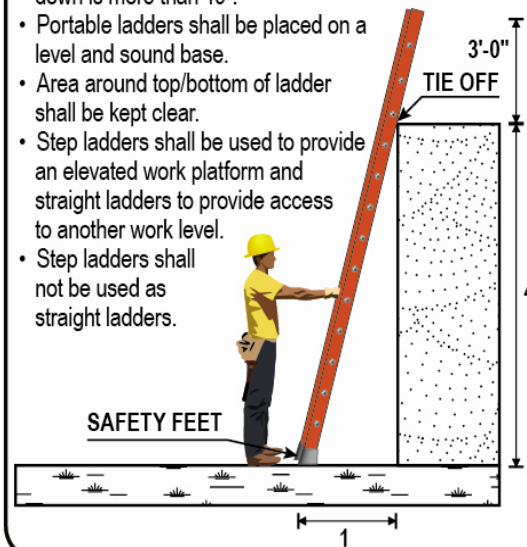
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■ **Proper use of ladder:**

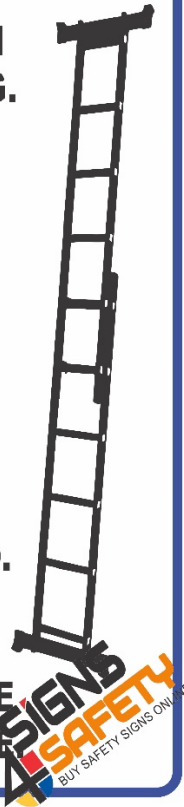
- Maintain 3 points of contact when ascending or descending.
- Only one person on a ladder at a time.
- Metal ladders shall not be used near electrical equipment, electrical cables, or welding operations.
- Do not work higher than the third rung from the top on straight or extension ladders.
- Ladders (or stairs) are required if the step up or step down is more than 19".
- Portable ladders shall be placed on a level and sound base.
- Area around top/bottom of ladder shall be kept clear.
- Step ladders shall be used to provide an elevated work platform and straight ladders to provide access to another work level.
- Step ladders shall not be used as straight ladders.



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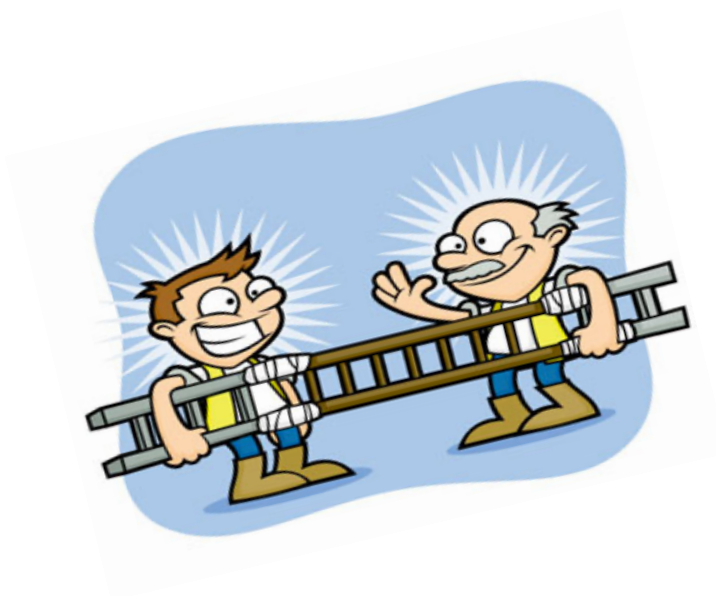
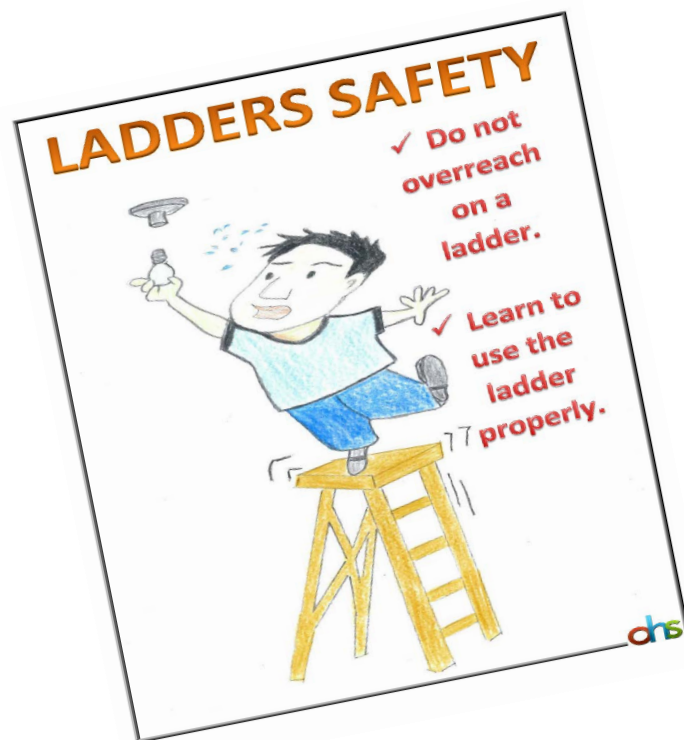
LADDER RULES

- **ALWAYS FACE LADDER WHEN ASCENDING OR DESCENDING.**
- **USE AT LEAST ONE HAND TO GRASP LADDER.**
- **TOP OF LADDER SHOULD NEVER BE USED AS A STEP.**
- **LADDERS SHOULD NEVER BE MOVED, SHIFTED OR EXTENDED WHILE OCCUPIED.**
- **NEVER CARRY AN OBJECT OR LOAD THAT COULD CAUSE YOU TO LOSE YOUR BALANCE**



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Wrong!!



2018