



## Meiners Electric, Company Safety Manual

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REVIEWED BY:

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FORM REF No:

SP-LADDER

SUBJ:

**Ladders, Step and Extension**

### 1. PURPOSE

Ladders are a necessary and an important part of our business. It is imperative that ladders are properly inspected, maintained and used in accordance with the manufacturers instructions.

### 2. GENERAL RULES

1. Ladders must meet ANSI standards and be of a non-conductive material such as fiberglass. Metal ladders are not permitted.
2. Do not exceed the posted weight limit of the ladder.
3. Inspect ladders at frequent and regular intervals; if any ladder is in need of repair, tag the ladder “out of service” [and return it to the shop for final disposition](#).
4. All portable ladders shall have safety shoes and shall be placed so all [ladder feet](#) have secure footing. Provide solid footing on soft ground to prevent the ladders from sinking.
5. Stepladders **shall be** fully open and spreaders locked before using.
6. Place extension ladders securely against a solid surface at a angle so that the base of the ladder is approximately 1 foot out for every 4 feet in elevation.
7. Secure both the top and the bottom of a extension ladder to prevent displacement, especially when using the ladder to access scaffolding. Areas at the foot and top of the ladder should be kept clear of material and debris.
8. Protect ladders used in locations such as doorways and passageways so they will not be bumped or knocked over.
9. Do not over-reach when on a ladder.
10. Extend the ladder rails at least 3 feet above the top landing. Do not step on the top two ladder rungs.
11. Only one person at a time on a ladder. Always face the ladder and hold on with both hands when ascending and/or descending. Do not climb on the back of ladder.
12. Hand lines or other similar equipment must raise tools, material, and/or equipment.
13. Keep rungs and steps of ladders free from grease, oil, paint, snow, ice, mud, or other slippery surfaces.
14. Wood ladder should not be painted. The top step of stepladders may be painted to indicate that it is not to be stepped on. Wood ladders should be treated regularly with linseed oil or other preservative.