

Safe Step Ladder Use

Otis College of Art and Design **Health and Safety Training Series**

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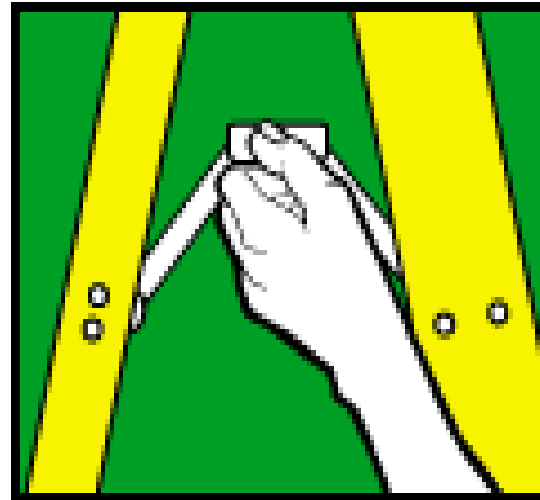
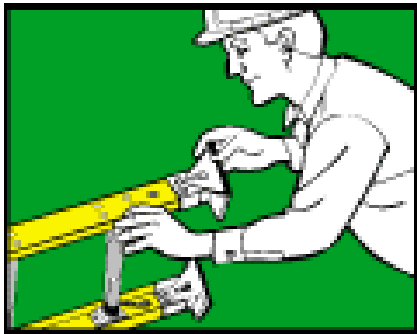
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Know the rules before you climb!



Step Ladder Inspection

- Safety feet should be in place.
- All support braces and bolts must be present and secure.
- Ladder steps must be intact and free from grease or oil.
- Ensure the hinge spreader is working properly.



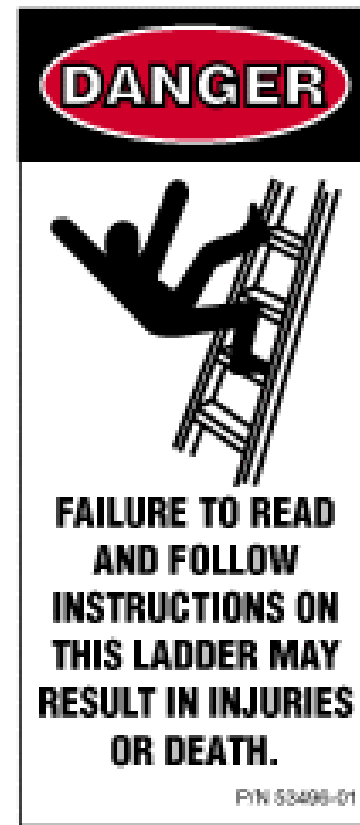
Isolate and Tag Defective Step Ladders

- The pictured stepladders are properly tagged “Do Not Use” and are removed from circulation.



Read the Warning Labels

- Make sure the labels are legible and unobstructed!



Setting-up the Step Ladder

- Always set the stepladder on a level and stable surface.
- Ensure that latches are down and locked in place.



Proper Step Ladder Climbing

1 Position the ladder properly

Fully open the stepladder on a level surface and lock its spreaders in place.

Never use a stepladder folded up and leaning against a surface.

2 Use a ladder that is long enough

Never climb on the top two steps of a stepladder.

Never place the stepladder on boxes or unstable bases to gain extra height.



3 Climb and use the ladder carefully

Maintain 3-point contact with the ladder while climbing (such as 1 hand and 2 feet).

Brace yourself with your free hand, if possible.

Always face the stepladder treads while using a stepladder.

Never overreach or lean to one side while using a stepladder.

Never carry heavy, bulky, or other objects that may make going up or down a ladder unsafe.

Don't Lean a Step Ladder

- In case of leaning, the support leg can contact the ground causing the step leg to kick out.
- Avoid excessive stretching or leaning away from the ladder as it can disrupt the center of gravity.



Don't Stand on the Top Step!



Examples of Unsafe Step Ladder Use


- Do not straddle the top unless a step ladder is designed for it.
- Do not disrupt the step ladder's balance if needing to work towards one side.

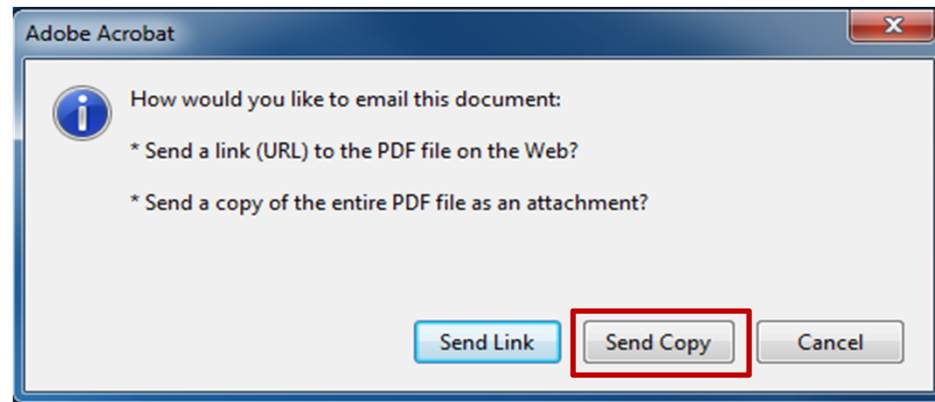


Thank you and please direct any follow-up questions regarding this presentation to pzaretskiy@otis.edu

Please proceed to the next slide for instructions on how to receive a certificate of training for this presentation

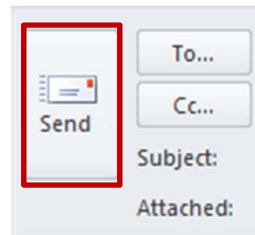
Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- Fill out all required fields and select the title of the completed training module from the drop-down menu box
- Click the “**Attach form to e-mail**” icon 
- Once a pop-up window will appears, click “**Send Copy**”



Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- A new Outlook E-mail message will appear with your Confirmation Form as an attachment; be sure to put pzaretskiy@otis.edu as one of the recipients and the click “**Send**” to complete the process!



- Please note that reviewing this presentation alone is not a good substitute for attending the training itself, as additional discussion of topics along with Q & A are often not fully covered by the slides. Training sessions covering various health and safety topics will be regularly announced.

**Environmental Health and Safety
On-Line Training Confirmation Form**

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