

# OTIS COLLEGE OF ART & DESIGN

9045 LINCOLN BLVD. LOS ANGELES, CA 90045

## SAFE STEP LADDER MAINTENANCE & USE POLICY

### Ownership

It is the responsibility of all departments and teams within Otis College of Art & Design, whose tasks often involve the use of step ladders to procure and manage their own equipment.

Each department shall determine the appropriate height and design of the step ladders they purchase, based on their anticipated workload and specific requirements. This will allow for a tailored approach to meet the assessed needs of individual departments

### Maintenance & Use

Each department that possess its own step ladder(s) will be required to assign a manager or supervisor who will be responsible for overseeing the issuance of step ladders to individual employees. They will also be responsible for verifying the employees' training status and ensuring that the department's step ladder is securely stored.

Both the designated manager or supervisor and the individual employee users must complete an online self-certification module on safe step ladder use. Upon receipt of the employees' completion certificates, they will be forwarded to their respective managers or supervisors by the Environmental Health and Safety Manager.

The designated manager or supervisor of each department with a step ladder will have the responsibility of ensuring the safety of the equipment and that users can identify and avoid hazards associated with unsafe ladder use, as covered in the online training module.

The departments that acquire their own step ladders will assume direct liability for any failures to properly vet users or activities requiring step ladders, tag broken or unsafe step ladders, or report hazardous conditions or activities involving step ladders to the Environmental Health and Safety Manager.

It is advisable to minimize the use of step ladders outside regular working hours due to the potentially reduced safety oversight and supervision capabilities.

When students need to use a step ladder, the designated manager or supervisor from the department sponsoring the student event or providing the loaned step ladder must vet and supervise their use.

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