Risk Control

Portable Ladder Safety Bulletin

**Portable Ladder A, B, C’s**

A. Proper ladder selection is made through job preplanning and ensuring the right ladder for the job involved.

B. Ladders are inspected and found to be in good condition before the job begins, regular inspection thereafter.

C. Defective ladders, ladders with broken rungs, missing rungs and parts, broken side rails, etc., are tagged out of service, removed from the job and destroyed. Makeshift repairs are not done.

D. Metal ladders/ladders with metal reinforcements are not used where electrical hazards exist.

E. Short sections of ladders are not spliced together to make longer ladders.

F. Ladders are never used as scaffolding planks.

G. Wood ladders where coated with a preservative, utilize clear coatings, never opaque (paint) coatings.

H. Ladder rungs and steps are kept free of grease, oil, dirt, etc.

I. Ladders are not placed on unstable bases such as boxes, barrels, uneven ground, etc.

J. Ladders are not placed in doorways/passageways or locations where they can be displaced by other work activities.

K. Non-self-supporting ladders (straight ladders) are equipped with non-slip bases and/or spikes, depending on terrain, with these devices maintained in good condition.

L. Ladder side rails extend at least 36” above bearing point when used to gain access to a roof, floor, or a level.

M. Straight ladders are tied off at the top, or both the top and bottom, where conditions warrant.

N. Straight ladders are placed at a pitch where the horizontal distance from the top support to the foot of the ladder is no more than four times the base of the ladder.

O. Good housekeeping is maintained at the top and bottom levels of ladders.

P. Self-supporting (step ladders) are not used as straight ladders.

Q. Step ladder spreaders are always fully extended.

R. Workers never use the top of step ladders to perform work.

S. Pallets/skids or similar devices are never used as ladders.

T. Ladders are not climbed, or work is not performed on, by more than one person at a time.

U. Competent supervision is provided to ensure safe ladder selection, condition, and use.

V. All workers are instructed in the proper and safe use of ladders on a periodic basis.
Note: Illustrations do not include all possible ladder types or designs, nor should they be interpreted as correct design criteria.

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<th>Project Number/Name:</th>
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Items Discussed: ______________________________________________________

Problem Areas or Concerns: __________________________________________

Attendees: __________________________________________________________

Comments: __________________________________________________________

For more information, contact your independent agent, CNA risk control consultant or visit www.cna.com today.