

# STANDARD OPERATING PROCEDURES

## Ladder – Extension

**DO NOT use this equipment unless you have received authorization from the Shop Coordinator**



Work boots are required and must be worn at all times.

### Potential Hazards and Injuries

- Falls
- Strains
- Pinch Points
- Electrocution
- Laceration
- Impalement

### Pre-Operational Safety Checks

- Inspect the ladder before each use.
- Ensure that steps, rungs, rung-locks, safety feet, and side rails are functional and in good condition.
- Ensure rivets on metal ladders are in good condition.
- Know the Duty Rating\* on the ladder. and do not exceed the working load.
- Ensure that the ladder is equipped with a functional minimum-overlap stop mechanism.
- Scan the work area for electrical lines
- Extension ladders can be heavy and difficult to set up.
- Ask for assistance when needed.
- Utilize proper lifting technique when moving and setting up ladders.
- Place ladder on a clean (i.e., free of gravel or other slippery material) level surface before use, or, if equipped with adjustable feet make adjustments so that the ladder is not leaning.
- Utilize a 4 to 1 slope ratio when setting up the ladder. For every 4' in height, set the base 1' away from the wall.
- Extend ladders a minimum of 3 feet above the landing when using at a point of access to an upper level.
- Ensure that the rung-locks are fully engaged/properly seated.
- Be sure to tie off the ladder whenever possible.

### Safe Practices During Operation

- Maintain 3-points of contact when climbing; two feet, one hand, or, two hands, one foot.
- Ask for assistance when needed.

### DON'T

- Do not exceed the working load of ladder.
- Do not use a ladder that is damaged or that does not have a Duty Rating decal.
- Never modify or attempt to repair a damaged ladder.
- Never take apart a double section ladder to use a single section of the ladder.
- Do not set up or work within 10 feet of electrical lines.
- Do not place ladders in passageways, doorways, driveways, or any location where they may be displaced unless protected by barricades or guards.
- Do not stack anything under the feet for leveling.
- Do not exceed the manufacturer's listed working load/duty rating (tools, materials + body weight).
- Do not carry tools or material while climbing. Use a rope and bucket to hoist tools and materials to upper levels, or use a tool belt for smaller items.
- Do not move or extend the ladder when occupied.
- Do not overreach from the position of climbing or working with the body near the middle of the step or the rung.

*Duty Rating	Ladder Type	Working Load (pounds)
Special Duty	1AA	375
Extra Heavy-Duty	1A	300
Heavy-Duty	I	250
Medium-Duty	II	225
Light-Duty	III	200

**SOP must be used in conjunction with an effective training program**