



Niagara Frontier Transportation Authority

Safety Bulletin

Topic: Ladder Safety

Issued: November 2019

Issued By: HSEQ

Subject Overview: While we should always make an effort to work at ground level or from a stable platform, such as an aerial lift, our job tasks sometimes require us to utilize ladders. Ladders, though effective for reaching elevated work locations, can create hazards when not used properly. All employees must use safe ladder practices every time one is in use. This applies to all types and sizes of ladders including step ladders, extension ladders, step stools, platform ladders, and rolling ladders. The tips below will help reduce the risk of slips, trips, & falls, as well as tip over accidents associated with ladder use:

- Always inspect your ladder prior to use: look for any cracks, fractures, corrosion, missing screws, and bolts. Ensure the ladder also has all slip resistant feet;
- Make sure all labels are intact and legible. Be sure to read and follow label information;
- Immediately remove ladders from service if any defects are found;
- Place ladder on a stable, level surface only;
- When using an extension ladder, use the 4:1 rule; for every 4 feet you go up, extend the feet of the ladder 1 foot out;
- Follow the manufacturer load capacity for the ladder, while also considering the load you are carrying for determining the total weight. Do not exceed ladder weight limit;
- Always use the proper sized ladder to prevent overextension;
- Always maintain 3 points of contact when using a ladder;
- Never stand on the top two steps of a ladder;
- Never climb on the backside of a ladder;
- Keep your body within the frame of the ladder; refrain from leaning or reaching outside of it. Any movements of ladder should take place on ground level by user;
- When not using a ladder, store in a secured, upright position;
- Extend step ladders fully and lock extenders in place;
- Avoid placing ladder near electrical hazards, including overhead powerlines. Do not use a metal ladder near energized equipment;
- Wear clean, slip-resistant footwear;
- Never modify a ladder in any way;
- Do not use a ladder if you feel tired, dizzy, or prone to losing your balance.



These ladders are not secure and create a toppling hazard!

All labels should be present and easy to read. New labels are needed!

These ladders are defective-the feet are missing!