Don’t You Dare Stand on a Chair

When you need to reach a height, use a step ladder. Never stand on a chair.

Slips, trips and falls are most common type of office injuries. Office workers are 2.5 times more likely to suffer a fall injury than other occupations. (National Safety Council)

CHOOSING THE RIGHT LADDER TO DO THE JOB

Step Ladder
Self-supporting, non-adjustable with flat steps (and hinged back). Should be used only on surfaces that have a firm, level footing such as floors, platforms, and slabs. Available in aluminum, wood, or reinforced fiberglass. Designed for only one user at a time.

Straight Ladder
Non-adjustable; consists of side rails, rungs (steps) and feet. When use, place the ladder one foot (meter) away from the base of the object for every four feet (meter) in height to the place where the top of the ladder rests (4:1 ratio rule).

Extension Ladder
Adjustable with two or more sections that travel in brackets. When assembled, the sliding upper section must be on top of the lower section. Comes in various lengths. Follow the 4:1 ratio rule when use.
STEP LADDER SAFETY

1. Positioning
Open fully on a level surface and lock the spreaders. Never use a step ladder folded up and leaning against a surface.

2. Ladder’s Length
Do not stand on the top two steps. Use the ladder that is long enough and never place it on top of unstable bases to gain additional height.

3. Usage
Climb carefully. Remain 3-point contact at all times (one hand & two feet, etc).
Always face the ladder.
Never overreach or lean over to one side.
Keep your hands free while climbing. Do not carry items.
When using ladder to retrieve an item, hand the item over to someone before climbing down. Similarly, have someone hand you items when using a ladder to store items on a shelf.