



## ***Portable Ladder and Step Stool Safety Policy***

### **Purpose:**

The Chino Valley Unified School District (CVUSD) portable ladder and step stool policy sets basic rules and requirements for any individual who will need to use portable ladders or step stools at any CVUSD facilities. The policy is also designed to ensure compliance with federal, state and/or local regulations that would apply to this policy.

### **Scope:**

The CVUSD portable ladder and step stool policy will apply to all workers at any CVUSD facilities who will be using portable ladders or step stools. Visitors, contractors, and other workers who must use any portable or step stool will also be directed to follow this policy regardless if the individual's company has a separate procedure for portable ladders and step stools.

### **General Requirements:**

The following requirements must be followed to ensure portable ladders and step stools are used safely:

- All portable ladders and step stools will be used following safe work practices and the manufacturer's instructions in conjunction with the general requirements discussed in this policy.
- The user of a portable ladder or step stool must take into account the environment they will be using this equipment in. For instance, the user must evaluate the ground in which the ladder or step stool will be placed, the amount of individual and vehicle traffic in that area, and any other condition that could impact the safe use of the portable ladder or step stool.
- The user must maintain 3 points of contact on portable ladders and sufficient footing when using step stools.
- The user of the portable ladder or step stool will first ensure the equipment will be of sufficient height to ensure the work can be done safely without requiring excessive reaching or requiring any other unsafe use.
- Only non-conductive portable ladders or step stools will be used when there is a potential for an electrical shock or electrocution.
- All warning signs, markings and decals shall be maintained in legible condition on all portable ladders and step stools.
- No portable ladder or step stool will be loaded beyond the manufacturer's designated rated capacity.
- Only one individual may use a portable ladder or step stool at a time.
- Unless specified by the manufacturer, portable ladders will not be tied together in a manner to increase working height.
- Portable ladders and step stools will not be modified in any way without prior manufacturer approval.
- No portable ladder will be allowed for horizontal travel use (such as a gangway).
- Portable ladders and step stools will be placed on firm, level, solid ground/floor. Portable ladders and step stools will not be used on

top of boxes, barrels, crates or other material that could increase the likelihood of a fall.

- Any personal protective equipment requirements prescribed by other relevant CVUSD policies will be utilized.

### **Inspection:**

Each portable ladder and step stool will be inspected for damage or defect prior to each use. Portable ladders and step stools with any damage, defects or other failures that would cause them to fail will be taken out of service. The user will follow the manufacturer's prescribed inspection process. If no inspection process is available, then the user will check all the following:

- Evaluate the general condition of the portable ladder or step stool.
- Check the condition of the side rails (i.e. no cracks or bends).
- Check the condition of the steps, cleats, or rungs.
- Ensure ladder is free of oil, grease, or slippery materials
- Check the condition of the fasteners and all other hardware.
- Check the moving parts of the equipment. Ensure all locking mechanisms lock properly.
- Check the footing of the portable ladder or step stool to ensure slip-resistant foot pads are intact.
- Check all manufacturer approved buckets, baskets and other attachments.
- Check any other pertinent components on the portable ladder or step stool.

Any portable ladder or step stool that does not pass the user inspection must be immediately taken out of service and tagged to ensure no other person uses the equipment until repaired or replaced.

## **Training**

All users of portable ladders and step stools will be trained on the proper use and best working practices with such equipment. This training will be completed prior to the initial use of portable ladders and step stools. The training will cover the manufacturer's and the CVUSD inspection procedure, the proper use of the portable ladder and step stool and the general requirements discussed in this policy. Retraining will be done when there are deficiencies in the user's knowledge, when an accident or near miss involving a portable ladder or step stool occurs or specialized or different portable ladders or step stools are introduced to the workplace. In addition to the previously listed reasons, retraining will also be done on a continuous basis to reinforce the user's knowledge or the equipment.