



# Step Ladder/ Step Stool Safety

Safety and Environmental Management System

SEMS 5-7

Some of the instructions and safety precautions listed below refer to a stepstool, some refer to stepladder and some refer to either apparatus. Follow the safe operating procedures and precautions that apply to the climbing aid you are using.

- Never stand on tables, chairs, boxes, or other improvised climbing devices to reach high places. Always use the right tool for the job and use the tool as the manufacturer intended.
- Ladders/Stools should be a part of the facility inspection plan and be inspected by a competent person periodically and after any occurrence that could affect their safe use. Ladders found not safe to use should be tagged and reported to your supervisor for repair/replacement. Do not use a ladder/stool that is cracked, has missing footpads, has loose rungs or is damaged in any way. Rungs, cleats or steps should be parallel, level and uniformly spaced when set up for use
- Read and follow the manufacturer's instructions label affixed to the ladder/stool if unsure on how to use the ladder. Ladders are only to be used in the manner for which they were designed.
- Make sure the ladder/stool is the right height for the job and will support the weight of the task as per the manufacturer label.
- Keep ladder/stool clean and free of grease and remove any dirt buildup.
- Do not place ladder/stool in a doorway, passageway or blind corner unless absolutely necessary. If you do so, lock the door AND post a warning sign or use a spotter to detour traffic.
- Open ladder/stool on a flat, stable surface and lock spreader arms in place.
- Never stand on the top two rungs of any ladder and only one person on a ladder/stool at a time.
- Always face the ladder/stool and maintain a 3 point contact when climbing up or down. (keeping ***both hands and one foot*** or ***both feet and one hand*** on the ladder ***at all times***)
- Climb one step at a time and take your time going up or down.
- Do not overreach to do the work. ***Get down and move the ladder/stool over.***
- Do not carry anything in your hands that could cause injury in the event of a fall, that prevents 3-point contact or that could cause a loss in balance.
- Extension or straight ladders shall extend a minimum of 3' above the upper landing, be tied off to a rigid support and placed at a 4:1 ratio against a surface. Due to these factors, **SONOCO EMPLOYEES ARE NEVER PERMITTED TO USE** extension ladders