

Monthly Ladder Safety Inspection

Must Be Performed by Store Management





Ladder and Load Shelf Ladder Maintenance



- › Follow these steps to inspect your ladder for safety.
- › Use common sense when checking the ladder.
- › Be conservative when making safety decisions.
- › If a safety hazard is suspected, notify management IMMEDIATELY and attach a sign to the ladder that reads, **WARNING: UNSAFE LADDER, DO NOT USE.**



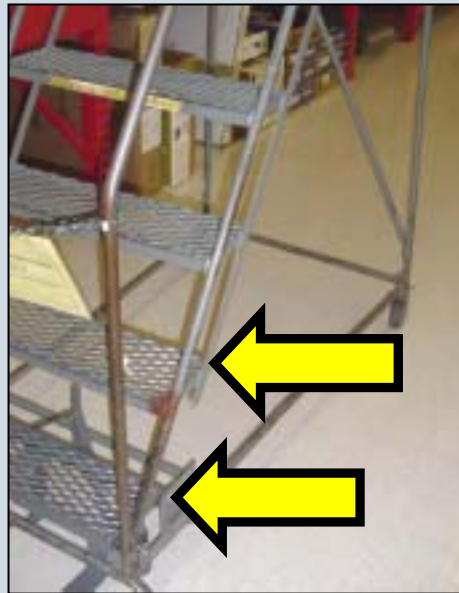
Check the Ladder Frame



- > Check joints for loose or missing bolts and for broken welds.



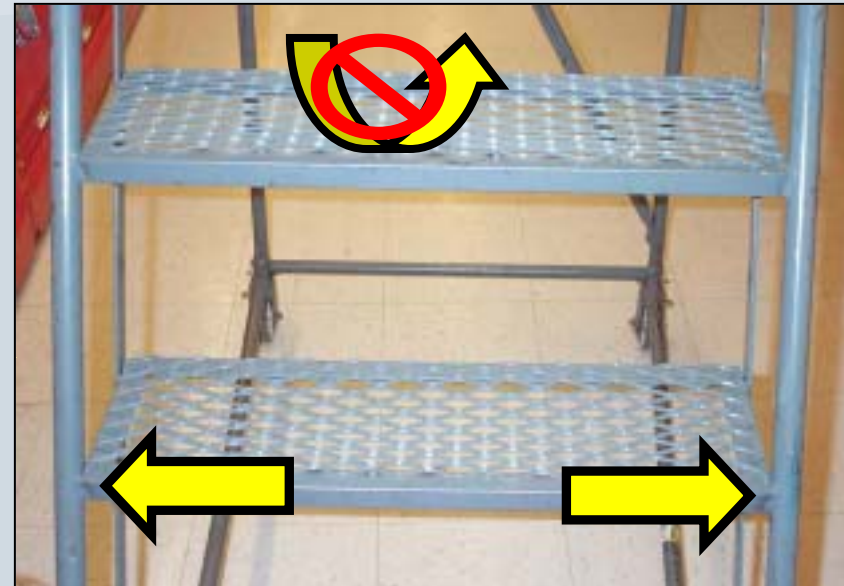
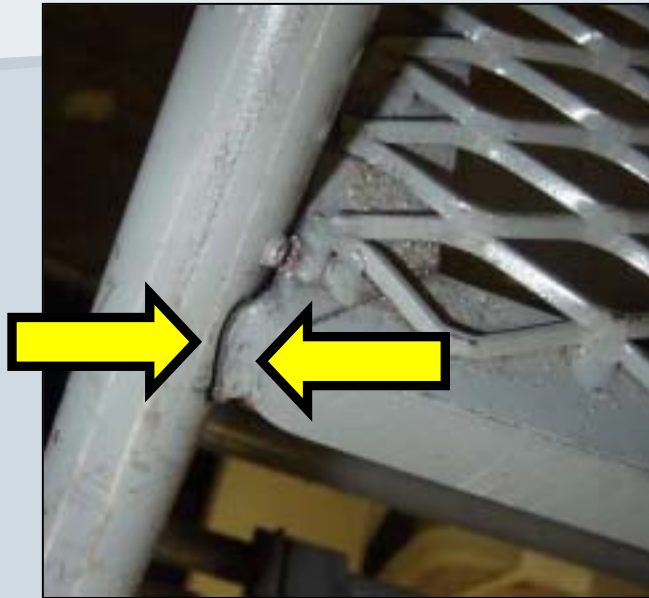
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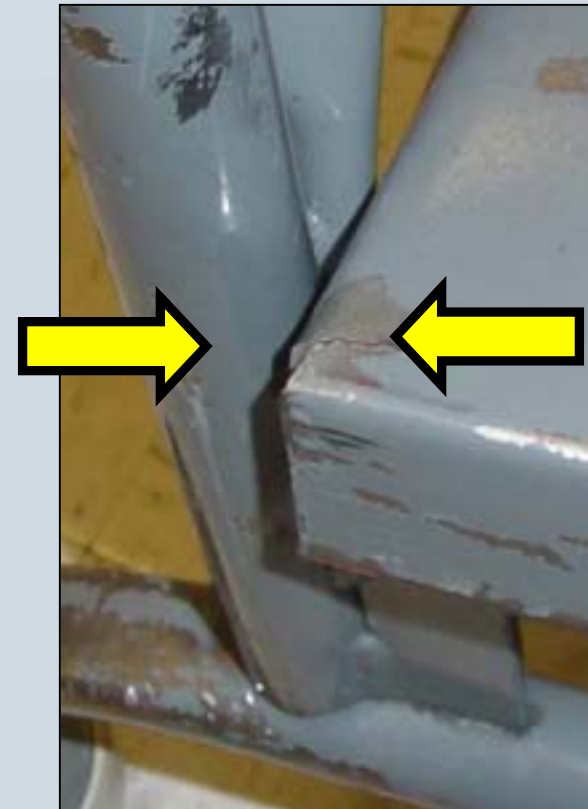
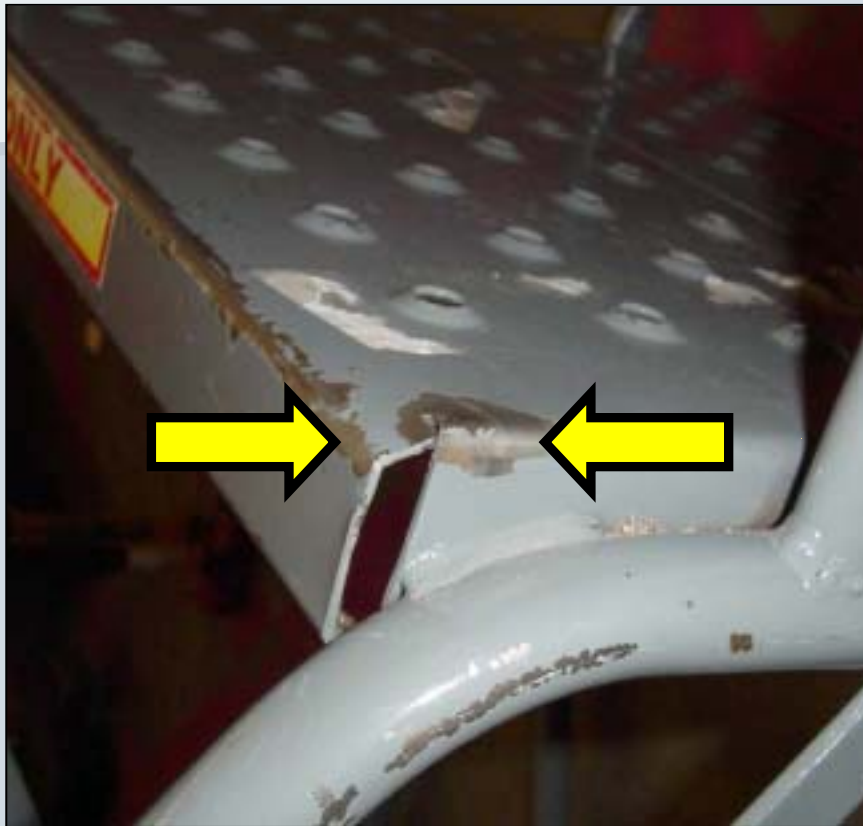
Inspect the Step Surface



- > The steps must be flat and even with no movement or sound of loose metal when stepping on them.



Inspect the Step Welds



- › Check for uneven surfaces on the steps.
- › Check for broken welds on the joints.



Verify That the Steps Are Even and Secure



- › Check for uneven surfaces on the steps
- › Check for broken welds on the joints.
- › If the top of the step is an expanded metal mesh, check for stretched or sagging on the surface.
- › Look for broken welds where the mesh attaches to the step frame.
- › Listen when you stand on the step for sounds of scraping metal caused by broken welds.



Verify the Step Lock Operates Correctly



- › Lock the ladder by stepping on the bottom step.
- › The ladder should drop onto the pads without hesitation.



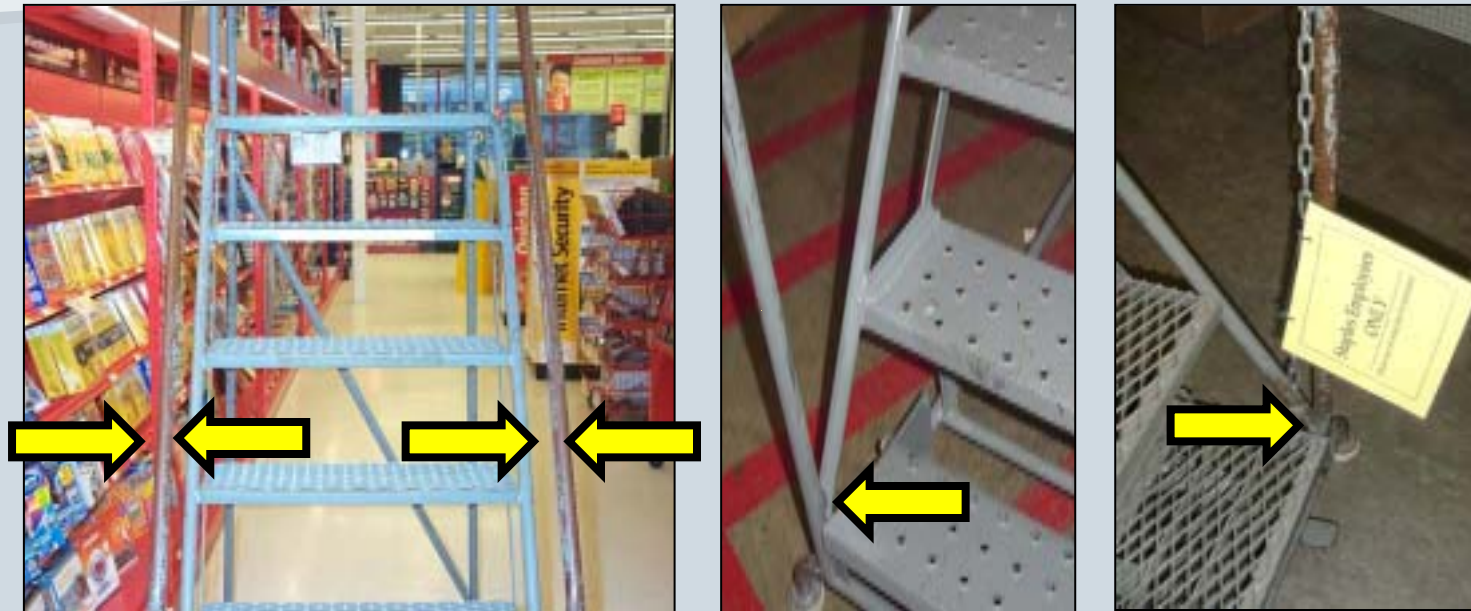
Verify the Step Lock Operates Correctly



- › Release the Step Lock by stepping on the pedal below the bottom step.
- › The lock should catch securely when the pedal is released.



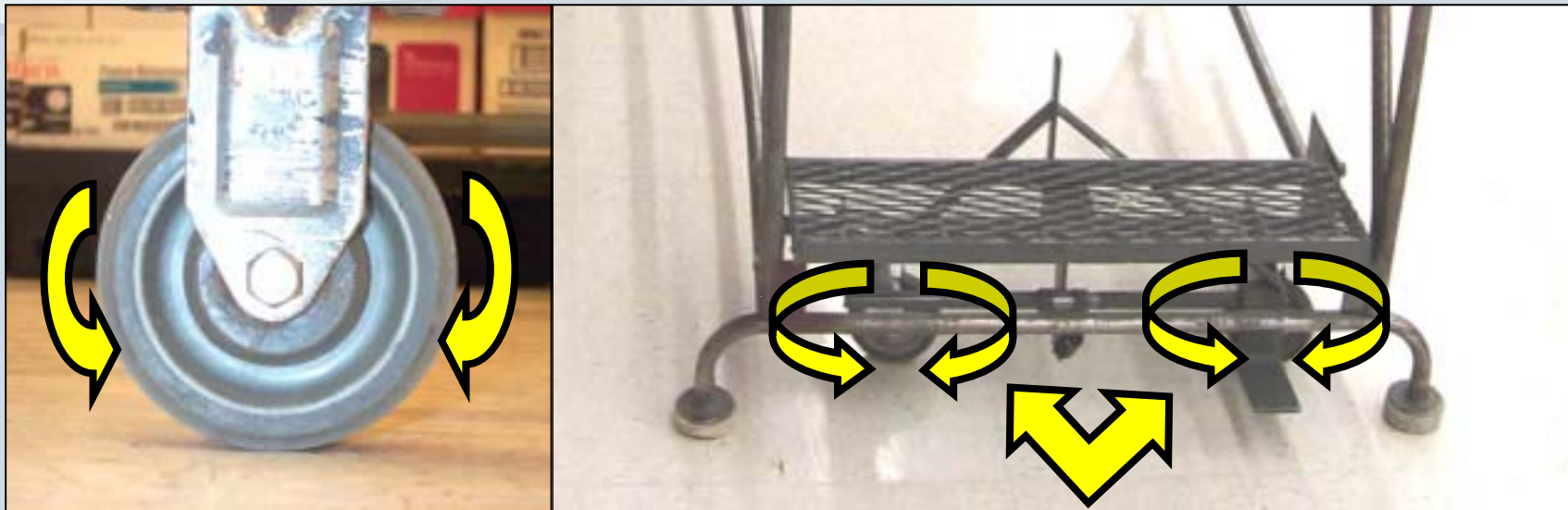
Check Hand Rails for Movement



- > Check the hand rails by carefully climbing the ladder and checking for movement in the handrails.
- > Broken welds or loose or missing bolts in the railing may make the ladder unsafe to use.



Check the Wheels and Casters



- › Release the step lock and move the ladder.
- › The casters and wheels should turn freely.



Check the Wheels and Casters



- > Casters and wheels should not be bent or lean in or out.



Verify Hand Crank Load Shelf Operation



- › Crank the shelf to the top. Stop at storage rack height and release the crank handle.
- › If the crank handle spins backwards do not use the load shelf.



Inspect the Load Shelf Cable



- › Inspect the cable while raising and lowering the load shelf to the upper and lower limits.
- › If the cable has broken stands, do not use the load shelf.



Verify the Electric Load Shelf Operation



- › Press and hold the UP button until the load shelf is at the top switch.
- › Verify that the load shelf stays in place.
- › If the ladder load shelf drifts down or drops do NOT use the load shelf.



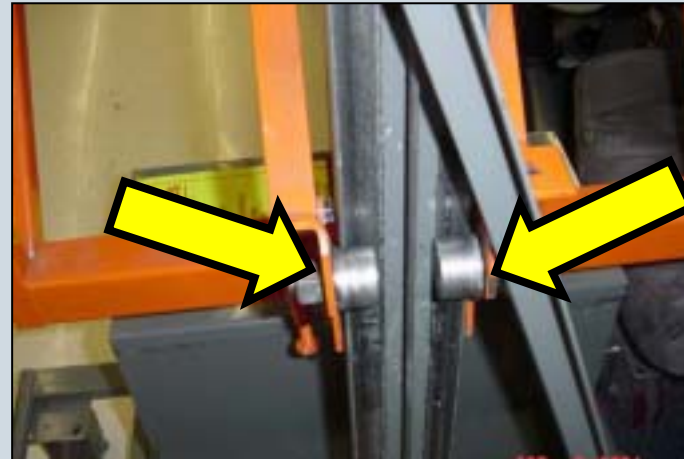
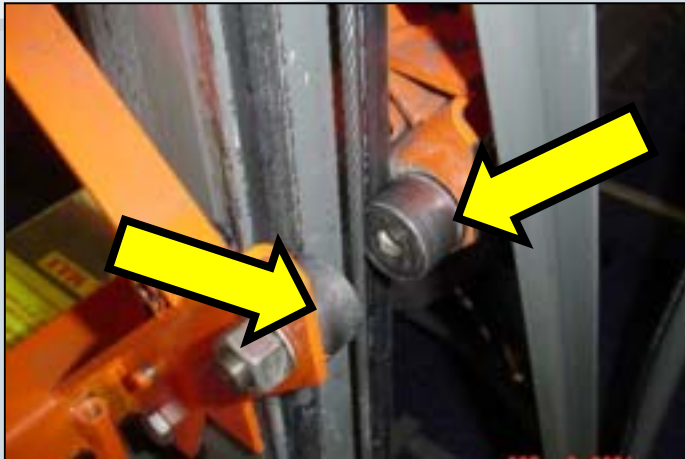
Verify the Electric Load Shelf Condition



- > Verify that the load shelf top is flat and straight.
- > Overloading the shelf may damage the shelf assembly.



Check the Electric Load Shelf Rollers



- > Press the UP button until the load shelf is level with the top rack shelf.
- > Verify that the rollers contact the roller guides along the travel of the shelf.



Check the Electric Ladder Battery Charger



- › Verify that the voltage switch is set on 12V.
- › Verify that the charge switch is set on AUTOMATIC if the battery is maintenance free.



Check the Electric Ladder Battery



- › Verify that the battery plates are covered with water (not for maintenance free batteries).
- › Verify that the battery cable connections are tight.



Follow these steps to inspect your ladder for safety



- › Use common sense when using the ladder.
- › Be conservative when making safety decisions.
- › If a safety hazard is suspected, notify management **IMMEDIATELY** and attach a sign to the Employees Only sign on the ladder that reads;

**WARNING: UNSAFE LADDER,
DO NOT USE**



Additional Resources

Refer to the **LADDER SAFETY ESSENTIALS OVERVIEW** manual on file with your manager

LADDER SAFETY ESSENTIALS OVERVIEW

The Ladder Safety Essentials was developed for Staples to help ensure the safety of all Staples store personnel and customers by providing information on the proper use and care of ladders. This document consists of three sections:

- New ladder inspection checklist
- Periodic ladder inspections & maintenance
- Ladder usage and safety

All ladders manufactured by Tri-Arc for Staples are designed and constructed in accordance with the standards set forth by OSHA 1910.27 and ANSI A14.7.

The use of ladders should be taken very seriously with safety being the foremost consideration. If not used and maintained properly, ladders represent a potential safety hazard that can result in serious injury to the user and any bystanders.

NEW LADDER INSPECTION CHECKLIST

When a new rolling ladder is shipped to a Staples store inspect it for damage before it is moved to the retail floor:

- Broken WELDS
- Broken CASTERS
- Damaged CASTER HOUSINGS
- Damaged LOCKING SYSTEM
- Damaged PADS
- Structural damage to TUBING (bent, kinked or sheared)

Our Thanks To...

- › Staples Streetsboro, Ohio for volunteering for the photos, especially the managers for the helping hand.
- › John V. - narration
- › Pam S. - photo processing & proofing
- › Don C. - technical support
- › Al K. - subject matter expert
- › Pam N. - presentation packaging
- › Ed L. - text and photo assembly