

# Safe Ladder Operation



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# Safe Ladder Operation



- › **Be aware of where the ladders are used.**  
Back room conditions, sales floor environment and store construction or remodeling issues are to be considered daily to reduce the chance of personal injury or property damage.
- › **Be aware of who is using the ladders.**  
Associates with little or no ladder operation experience require supervision until they have demonstrated the ability to safely use and operate lift ladders and standard ladders in the store under all conditions that are expected through out the work day.



# Safe Ladder Operation



- › Ladder safety is your responsibility. Use common sense.
- › Employee safety and customer safety is everyone's concern.
- › Look to see if a condition can be a safety concern.
- › Be conservative when making safety decisions.
- › Caution prevents accidents.
- › When an accident is prevented every one benefits.



# Ladder Inspection



- › 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 Employees Only sign on the ladder that reads, **WARNING: UNSAFE LADDER, DO NOT USE.**



# Inspect the Ladder



- > Inspect the ladder before using it for the first time each day; even if the ladder has been used before.
- > Operating an unsafe ladder may cause personal injury.





# Check the Ladder Frame



- › Check for broken welds or loose or missing bolts in the ladder frame.
- › Check for broken welds or loose bolts in the railing.
- › Check the casters and wheels to see if they roll and turn.



# Check Assembly Bolts



- › Check joints for loose or missing bolts and for broken welds.
- › Loose bolts may cause the ladder to feel unsteady when using.





# Check the Railing Welds



- > Check the railing joints for broken welds.
- > Check for excessive movement in the railing.





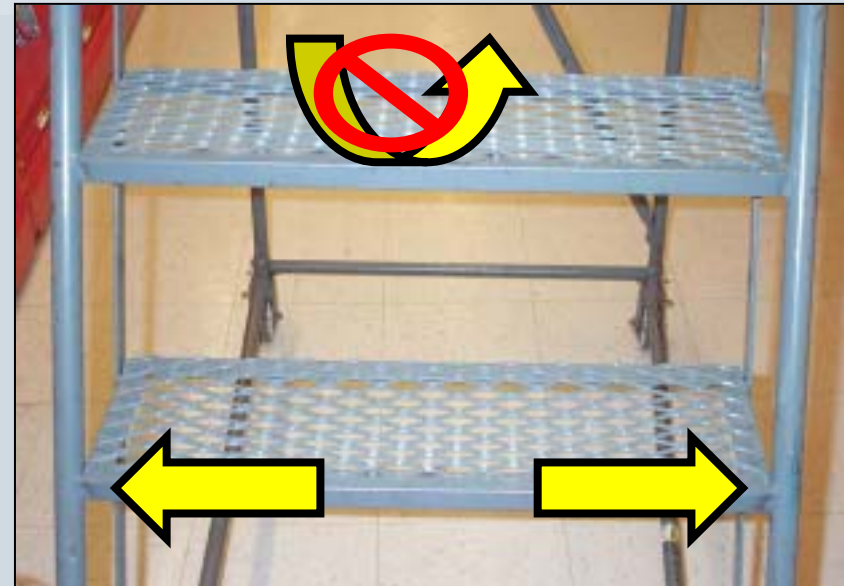
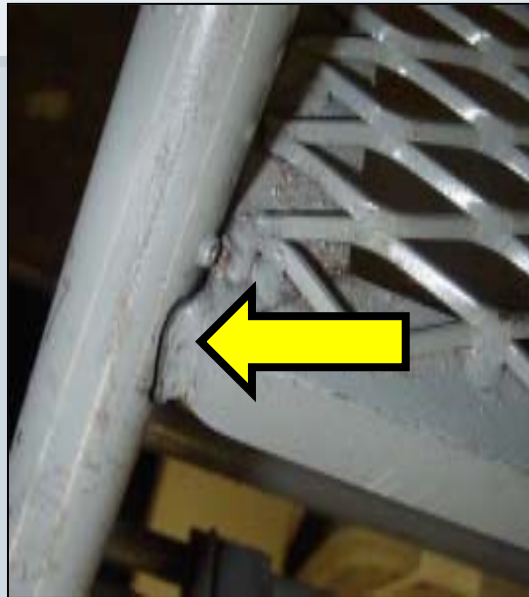
# Check the Ladder Steps



- › Look for sagging on the top of each step.
- › Look for broken welds where the step attaches to the frame.
- › Listen when you stand on the step for sounds of scraping metal caused by broken welds.
- › Review the Monthly Ladder Safety Inspection Video for additional ladder inspection information.



# Inspect the Step Surface



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

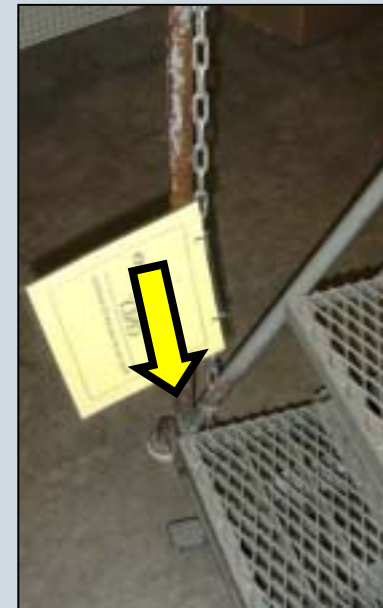
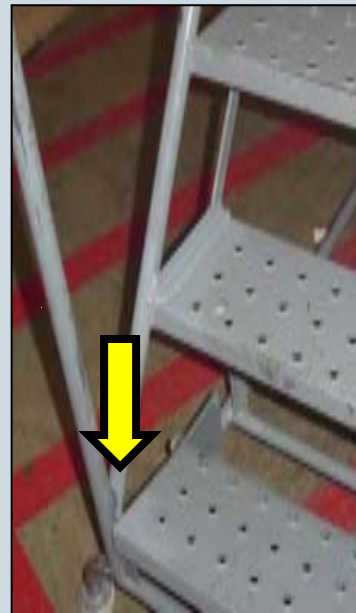
# Inspect the Step Welds



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



# Check Hand Rails for Movement



- > Check the hand rails by carefully climbing the ladder and checking for movement in the handrails.



# Identify an Unsafe Ladder



- > When a ladder is unsafe or when the safety of a ladder is questioned, place a **WARNING: UNSAFE LADDER, DO NOT USE** sign on the ladder.
- > Take the ladder out of service and do not allow anyone to use the ladder.







# Verify Who is Using the Ladder

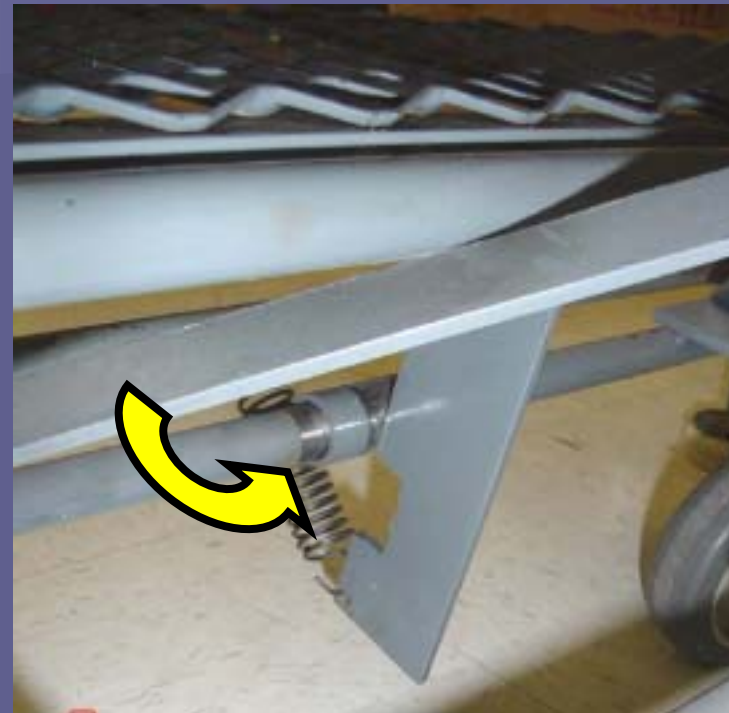


- > Do not allow anyone to use an unsafe ladder.
- > Never allow a customer to use any ladder at any time.
- > Always attach the chain holding the EMPLOYEES ONLY sign when the ladder is not in use.





# Release the Step Lock



- > Step on the bottom step to release the step lock. The ladder will drop onto the pads.
- > If the step lock is not disengaged the ladder is **NOT SAFE** to use.





## Never use the ladder with the step lock pads up



- › Never work on a ladder without setting the step lock.
- › Do not allow any associate to use a ladder without setting the step lock.
- › The ladder pads must touch the floor to stabilize the ladder.



# Never Face Away From the Ladder



- > Do not use the ladder as stairs.
- > Always climb and descend a ladder **FACING** the ladder.





# Never Move the Ladder With Anyone on the Ladder



- Moving the ladder while someone is on it may cause them to lose their balance.





# Never Move the Ladder With a Load on the Shelf



- › Do not move the ladder with anything on the shelf of the ladder.
- › Use a stock cart or stock barge to move stock to the ladder for placing into storage.







# Never Load a Shelf Beyond the Weight Limit of 200 lbs



- > The load shelf may bend and cause the load to fall.
- > Falling boxes may cause injury.





# Surround the Work Area with Cones and Safety Tape



- › When working in heavy traffic areas.
- › When working in an area for long periods.
- › When working at overhead heights
  
- › Do not allow customers or associates to stand within 10 feet of the back of the ladder.
- › Do not allow anyone to be under the ladder or the load shelf at any time.



# Verify That the Load is Stable



- > Stack boxes on the load shelf so the load is stable.
- > Boxes falling from the shelf while raising or lowering may cause injury to associates and customers.
- > Falling boxes may cause damage to the contents of the boxes and other merchandise.



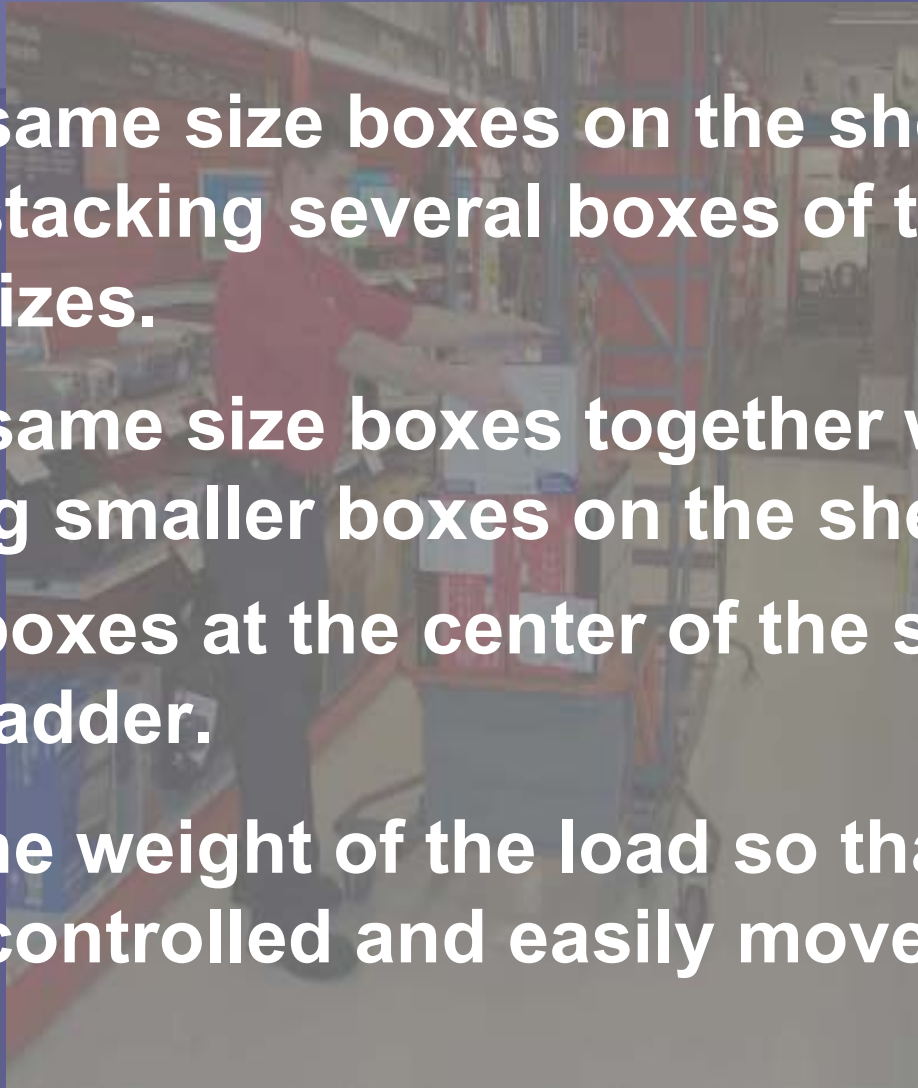




# Verify That the Load is Stable



- › **Stack same size boxes on the shelf first when stacking several boxes of two or three sizes.**
- › **Group same size boxes together when stacking smaller boxes on the shelf.**
- › **Stack boxes at the center of the shelf close to the ladder.**
- › **Limit the weight of the load so that it can be easily controlled and easily moved.**





# Maintain 3 Points of Contact



- > Always use both hand rails.
- > Wear only work shoes.
- > Always face the ladder.





# Do Not Carry Heavy Boxes



- > Carrying a heavy load up or down the ladder may cause you to lose your balance.
- > Use the hand crank or electric lift ladder to lift heavy loads.
- > Put heavy boxes onto the load shelf to transfer them to or from overhead storage.





# Do Not Lean Over the Ladder Rails



- › Always move the ladder within 6" of the shelf to prevent over-reaching for boxes on the overhead storage rack.







# Do Not Climb Onto Overhead Racks



- › Stand with both feet on the ladder to move boxes onto the overhead rack.
- › Stand with both feet on the ladder to move boxes around on the overhead rack.
- › Do not climb onto the load shelf.





# Do Not Exceed the Ladder Weight Limit



- › Maximum employee weight - 260 lbs
- › Maximum product weight - 40 lbs
- › Maximum total weight - 300 lbs





# Do Not Drop Boxes From the Ladder



- > Dropping boxes may cause injury to customers or store associates and damage to the contents of the box.







# Follow these steps to use your ladder safely.



- › 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 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...

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