

elevator company use other trade scaffolds or stationary work platforms unless approved by your Supervisor/Manager.

- (h) If it is necessary to have workers below the work area, make sure cover protection is provided. A minimum of 3/4 in. (19 mm) plywood on 2 in. (51 mm) planking shall be used.
- (i) Never erect scaffolding or stationary work platforms in an active hoistway, unless the car has been completely shut down and the mainline disconnect switch locked out and tagged. (See Section 7.)
- (j) Do not climb cross braces on scaffolds.
- (k) When using tubular welded frame scaffold, the sections shall be joined together using the lock pins provided for that purpose.
- (l) Spacing between ladder rungs shall meet OSHA standards.
- (m) Scaffolds shall be equipped with baseplates.
- (n) Scaffolds and stationary work platforms shall be tied into the building with rigid connectors spaced 4 times the minimum width at intervals not exceeding 26 ft (7.9 m).
- (o) Unless the scaffold is fully planked and equipped with proper guardrails and toeboards, the employee shall be tied off using a personal fall-arrest system.

## **10.2 Portable Ladders**

- (a) Only OSHA-compliant ladders shall be used.
- (b) Use type 1-A ladders (300-lb rating) as a minimum.
- (c) Because metal ladders are conductors of electricity, they shall not be used.
- (d) Extension ladders shall be equipped with safety feet.
- (e) Ladders shall be examined for defects before every use. Those found to be defective shall be tagged "Defective – Do Not Use" and removed from the jobsite.

- (f) Ladders shall never be painted.
- (g) No more than one person is allowed on a ladder.
- (h) Avoid reaching more than an arm's length while working on a ladder.
- (i) Do not work from the top 3 rungs of any straight or extension ladder or top 2 steps of an A-frame ladder.
- (j) Only ladders of sufficient length shall be used. Adding makeshift extensions is dangerous and prohibited.
- (k) When ladders are used for ascending or descending from one level to another, extend the ladder top at least 3 ft (914 mm) above the landing served and tie it off, with feet secured against slippage.
- (l) Extension ladders shall be placed so that the space between the bottom of the ladder and the supporting structure is 1/4 the supported length of the ladder (see Figure 10a).
- (m) When placing and using extension ladders, care shall be taken to avoid overhead obstructions and hazards (electrical, low ceilings, pipes, etc.).
- (n) When a ladder is being used in a location where it may be struck by others in the area, there shall be a second person at the bottom of the ladder at all times. Ladders shall never be left in such locations when not in use. Whenever it is necessary to place a ladder in front of a door opening, the door shall be blocked, locked or guarded by a second person. When ladders are placed in an aisle or corridor, the area shall be barricaded or roped off.
- (o) Be aware of the potential hazard of other trades working on ladders in your immediate area.
- (p) Lift and lower large articles with a handline.
- (q) When climbing up and down, always face the ladder and maintain 3-point contact at all times.
- (r) Extension ladders shall not be taken apart to make two ladders.

- (s) Step ladders shall only be used in their fully open position with spreader or locking device engaged to prevent accidental fold-up of the ladder.
- (t) Remove tools, tool bucket and equipment from ladder before moving.
- (u) When working on a ladder, maintain three points of contact, with center of body within the rails at all times or fall protection shall be used when 6 ft. (1.8 m) or greater above the ground.

Figure 10a

**Illustration shows proper placement of ladder**

