



Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

6' Portable Step Ladder

Housekeeping Services employees should only use a 6' foot Step Ladder for:


- 1) Dusting areas that are out of reach.
- 2) Cleaning windows.
- 3) Specific project assignments.



Title	Work Task	Hazards	Controls
<p>Lift & Carry of the Ladder</p>	<ol style="list-style-type: none"> 1. Carrying the ladder to the work area. 	<ol style="list-style-type: none"> 1. Muscle Pull/Strain. 	<ol style="list-style-type: none"> 1. Use Proper Lift & Carry Techniques: <ol style="list-style-type: none"> 1.1. Ask for help if the ladder is too heavy. 1.2. Bend at the knees and lift the ladder with your leg muscles instead of your back muscles. 1.3. Limit turning and twisting motions while carrying the ladder. This may cause a back injury.
<p>Ladder Inspection</p>	<ol style="list-style-type: none"> 1. Visual/Manual inspection of the ladder before use. 	<ol style="list-style-type: none"> 1. Cuts/Punctures/Scrapes. 2. Muscle Pull/Strain. (Discussed in Title 1) 	<ol style="list-style-type: none"> 1. Inspect the ladder by checking the following items: <ol style="list-style-type: none"> 1.1. GENERAL INSPECTION: <ol style="list-style-type: none"> 1.1.1. Check for loose or bent ladder rungs. 1.1.2. Check the 'feet' or base of the ladder for cracks, bends, and missing parts. 1.1.3. Check screws, bolts, rivets, and other metal parts to make sure they are not loose. 1.1.4. Test all movable parts to ensure they do not malfunction or present a hazard. 1.1.5. Check for cracked, split or broken uprights, braces, steps, or rungs on wood and metal ladders. 1.1.6. Locate the Duty Rating sticker to ensure the ladder meets the needs of the employee using it.



	Work Task	Hazards	Controls
<p style="text-align: center;">Ladder Inspection (Cont'd...)</p>	<p>1. Visual/Manual inspection of the ladder before use.</p>	<p>1. Cuts/Punctures/Scrapes. 2. Muscle Pull/Strain. (Discussed in Title 1)</p>	<p>2.1 STEPLADDER INSPECTION: 2.1.1 Check the stability of the ladder. (ex. Does it move from side to side or is it sturdy?) 2.1.2 Check for loose or bent hinge spreaders. Also, check for broken stops on hinge spreaders. 2.1.3 Ladder should be clean, free from grease, oil, snow, mud, wet paint, or any slippery material to prevent slips and falls. Slip resistant shoes should be worn at all times. 2.1.4 Check for protruding screws, rivets, broken metal, or other metal parts that may cause a cut or scrape during use. **NEVER ATTEMPT TO 'REPAIR' A LADDER, and notify your supervisor of any defective ladders. **Supervisors are required to decommission a ladder if it has broken/missing parts or a missing duty rating sticker.</p>
<p style="text-align: center;">Placement/Setup of Ladder</p>	<p>1. Proper placement/setup of ladder prior to performing a job task.</p>	<p>1. Uneven Surface. 2. Debris Hazards. 3. Slips/Trips/Falls. 4. Electrical Hazards.</p>	<p>1. Ensure the surface that the ladder is to be placed on is even, dry, and constructed of a solid material. 2. Before and after setup of the ladder, make sure there is no debris above or near the ladder that could pose a potential falling object hazard or slipping hazard. 3. Ladder Set Up: 3.1. Place the ladder in a position that is safe for you as an employee and others (employees/pedestrians). 3.1.1. If a ladder must be placed in front of a door or walkway area make sure: 3.1.1.1. The area is blocked off from pedestrians entering the area. 3.1.1.2. A spotter (another employee) is present to guide pedestrians away from the work area. 3.1.1.3. Never leave a ladder unattended. 4. Employees are to use a Portable Fiberglass Ladder if they are working on, around, or near an electrical hazard or a possible electrical hazard.</p>

	Work Task	Hazards	Controls
<p>Climbing Up the Ladder</p>	<p>1. Climbing up a portable ladder to complete a job task.</p>	<p>1. Slips/Trips/Falls.</p> 	<p>1. Requirements to follow when climbing a ladder:</p> <ol style="list-style-type: none"> 1.1. Wear slip resistant shoes or make sure the ladder has slip resistant rungs. 1.2. Always maintain three points of contact with the ladder. (one hand/two feet, two hands/one foot) 1.3. Always face the ladder when climbing up. 1.4. Keep body centered between the side rails to maintain balance. 1.5. NEVER climb on or above the 2nd rung from the top of the ladder or sit on the top of the ladder. 1.6. Do not climb the backside of the ladder. This could cause the ladder to malfunction and collapse. 1.7. Do not carry heavy materials up the ladder while climbing. <ol style="list-style-type: none"> 1.7.1. Always place heavier materials on lower shelves when possible.
<p>Performing Job Task</p>	<p>1. Performing job duties while working from a portable ladder.</p>	<p>1. Slips/Trips/Falls.</p>	<p>1. Requirements to follow while working from a portable ladder:</p> <ol style="list-style-type: none"> 1.1. Always maintain three points of contact. <ol style="list-style-type: none"> 1.1.1. Make sure one hand is holding on to the ladder and both feet are firmly on a ladder rung. 1.1.2. Use your free hand to perform the job task (cleaning), and only clean the area that is directly in front of the ladder. <ol style="list-style-type: none"> 1.1.2.1. Overreaching in front or to the side of the ladder can cause the ladder to tip over resulting in employee injury. 1.1.3. Move the ladder as needed to reach objects and perform a job task. NEVER 'walk' or 'jog' the ladder to another work area. 1.1.4. NEVER stand on or above the 2nd rung from the top of the ladder or sit on the top of the ladder to perform a job task.

	Work Task	Hazards	Controls
Performing Job Task (Cont'd...)	1. Performing job duties while working from a portable ladder.	2. Falling Objects.	2.1. Make sure all objects on the ladder and above the ladder are secure. 2.1.1. Have a spotter present if working around other employees or pedestrians.
Climbing Down the Ladder	1. Climbing down the ladder after the job task is completed.	1. Slips/Trips/Falls. 2. Falling Objects.	1. Requirements to follow when climbing down a portable ladder: 1.1. Always maintain three points of contact. 1.2. Always face the ladder when climbing down. 1.3. Keep body centered between the side rails to maintain balance. 1.4. If needed, have another employee hold and secure the base of the ladder before climbing down. 2.1. Remove all objects/housekeeping tools from the top the ladder before climbing down.
Training & Personal Protective Equipment (PPE)			
Required Training	1. UNC-EHS Online Ladder Safety Training & Portable Ladder JSA. 2. Supervisor Led Training for Personal Protective Equipment (PPE).		
PPE	Required: Slip Resistant Shoes or Slip Resistant Ladder Rungs. Recommended: Gloves, Safety Glasses, & Dust Mask for use in jobs as specified by the supervisor.		
JSA Created by			
	Created By Bill Burston (Director of Housekeeping Services) & Reformatting and Review Conducted by Department of Environment, Health & Safety UNC-CH.		
Referenced Material			
Contact Info	For more information about this JSA and other JSAs, contact: <i>Department of Environment, Health and Safety</i> UNC-CH, 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650 (919) 962-5507 http://ehs.unc.edu		