

**UNIVERSITY OF TOLEDO**

**FACILITIES AND CONSTRUCTION**

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<td>Subject:</td>
<td>Ladder and Safety Inspection</td>
<td>Effective Date:</td>
<td>October 1992</td>
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<td><strong>Facilities Officer:</strong></td>
<td></td>
<td>Revised Date:</td>
<td>June 2014</td>
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<td>Reviewed Date:</td>
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**Standard Operating Procedure**

Specific procedures will be implemented to ensure that Facilities & Construction are properly purchased; inspected regularly and properly utilized.

**Purpose**

To promote the personal safety of Facilities & Construction personnel utilizing ladders in their daily work activities.

**Procedure**

1. **Ladder purchasing:**
   
   A. All ladders shall be Type I, rated for 300 lb. duty or greater.
   
   B. All ladders shall be wood or other non-conductive material. There will be no purchase of aluminum ladders.
   
   C. Self-leveling feet are strongly recommended for all ladders, although not mandatory on wooden folding ladders. All extension ladders shall have anti-skid self-leveling feet.

2. **Ladder inspection:**

   A. All ladders shall be inspected annually, by the appropriate manager within the Facilities & Construction Section or his/her designee, utilizing the attached check list, and any ladders which do not meet the safety standards shall be removed from use and discarded. The ladders, which are judged to meet safety criterion, shall be tagged and recorded in a file to show that ladder has been inspected.

   1) Any ladders, which are removed from service, are to be disabled so as to be unusable before disposal to prevent the University of Toledo from incurring liability for unauthorized use.

   B. The personnel inspecting the ladders shall check the following and document the condition of the ladder at the time of inspection.

   1) Condition of steps.
   
   2) Rough edges or indications of splintering.
   
   3) Skid pads on feet of ladder. (There should be a skid pad on each of the feet.)
   
   4) Condition of spreader bars (these bars prevent the ladder from opening too far and/or collapsing.)
3. Ladder safety:

A. Facilities & Construction personnel are to use the ladders in a safe manner, which shall include, but is not limited to, the following rules:

1) Perform visual inspection of ladder and look for obvious defects (broken steps, missing spreader bar, etc.)

2) Check area where ladder is to be erected to assure that there is sufficient clearance for the ladder.

3) Set up the ladder and test for stability. Unstable ladders should be adjusted until stable.

4) Do not use the top two steps, as it reduces the stability of the user and increases the likelihood of falling.

5) Do not leave ladders standing when unattended or not in use. Return the ladder to proper storage when it is not longer needed.