



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective May 9, 2005, Revised August 25, 2020**  
**Reviewed July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 5.021**

### **Subject: Ladder Use**

**Purpose and Scope:** To establish a safe work practice when working on extension and stepladders set by OSHA 29 CFR 1910.23. To formalize a departmental policy to improve safety when employees are working on extension or stepladders to reduce or eliminate work related injuries in the work place.

### **Procedures:**

1. It is the responsibility of each department to inspect their extension and stepladders for any kind of damage that could occur for transporting, rough handling or worn out from everyday use.
2. Any fiberglass ladder found to be unsafe shall be removed from the work area and turned in to Environmental Health and Safety for proper disposal.
3. There will be NO wooden ladders allowed to work on any electrical circuits at UWF.
4. All fiberglass ladders shall be free from sharp edges, wear compression failures, or other irregularities.
5. All portable ladders shall have uniform step spacing of no more than 12 inches. Steps shall be parallel and level when the ladder is in position for use.
6. A single ladder shall not be any longer than 30 feet.
7. Two section ladders shall not be longer than 60 feet. All ladders of this type shall consist of two sections, one to fit within the side rails of the other and arranged in such a manner that the upper section can be raised and lowered.
8. Extension ladder safety: Ladder must extend 36 inches over the roof landing and be a distance from the wall to the base of approximately one quarter of the vertical distance from the bottom of the wall to the top support.
9. Stepladders should not be any longer than 20 feet. Stepladders should have a metal spreader or locking device of sufficient size and strength to securely hold the front and back section in the open position.
10. Face the ladder to climb using both hands. Never carry tools or equipment in hand while climbing or descending a ladder.
11. If tools or equipment are needed, a hand line in pocket or over shoulder should be used pulling the tools and equipment up after reaching the work area.
12. In certain situations, a ladder cannot be tied off, two people are needed to make sure the person on the ladder can ascend and descend safely.



- 13. Never lean out from the ladder.
- 14. Always have at least one hand on ladder.

**Developed by: Facilities Maintenance**

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