

LADDERS, LADDER SEATS, BENCHES, AND STOOLS

USE AND SAFETY PRECAUTIONS

1. GENERAL

- 1.01** This section covers the general use and precautionary measures necessary for the safe usage of rolling ladders (track supported and portable), stepladders, ladder seats, portable benches, and stools.
- 1.02** This section is reissued to include additional safety precautions covering the use of track-supported rolling ladders and metal ladder seats.
- 1.03** There are five general types of ladders used in the central office: the track-supported rolling ladder (with or without brakes), the track-supported platform rolling ladder, the portable rolling ladder (folding and nonfolding), the portable stepladder, and the special platform stepladder.
- 1.04** Track-supported rolling ladders are used with frames and racks of all systems where auxiliary framing supports the equipment, except for frames 9 feet or less in height.
- 1.05** The track-supported platform rolling ladder is designed so that access may be obtained to equipment installed in close proximity to partitions, columns, and other obstructions which cannot be reached by the slanting-type ladder.
- 1.06** The portable rolling ladder (folding) is principally used at racks and distributing frames 9 feet or less in height and at overhead-supported equipment where the amount of maintenance work does not warrant the track-type ladder. The nonfolding ladder is designed to gain access to equipment installed in close proximity to partitions, columns, and other obstructions which cannot be reached by the folding portable rolling ladder.
- 1.07** The portable stepladder is for auxiliary use in all types of offices.
- 1.08** The special platform stepladder is for working on cable runs in offices having frames 11 feet, 6 inches high.
- 1.09** There are two types of ladder seats which are arranged for attaching to track-supported rolling ladders. The older type is made of wood with metal hooks, brace, and footrest. The newer type is constructed of magnesium and is considerably lighter in weight than the wood type.
- 1.10** The portable bench is designed for use as a bench, seat, or stool when adjusting or maintaining equipment.
- 1.11** The footstool is designed for use as a seat or stool at main distributing frames with mezzanine platforms and at such other places where the stool may be advantageous.

2. ALL LADDERS

- 2.01** Do not use a defective ladder or ladders supported by a defective track.
- 2.02** Tools, materials, and apparatus should not be left on ladders when unattended, unless securely fastened. When tools, materials and apparatus are no longer required, they should be cleared from the ladder.
- 2.03** Do not throw tools or materials from the floor to an employee on a ladder nor drop them from the ladder to an employee on the floor.
- 2.04** Do not climb frames or stand on motors, equipment, or other objects that are not designed for that purpose. Use a ladder, bench, or stool, whichever is appropriate.
- 2.05** Do not at any time use nearby equipment, frames, racks, or other structures to assist in ascending, descending, or changing position on ladders.

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- 2.06 Do not stand with one foot on ladder and other foot on equipment, frames, racks, or other structures.
- 2.07 Do not step from one ladder to another.
- 2.08 Place ladders so as to gain safe and easy access to the work at hand.
- 2.09 Only one man should work on a ladder at one time.

3. ROLLING LADDERS — TRACK SUPPORTED

- 3.01 Before moving a ladder, be sure that no workman or equipment is on or beneath the ladder.
- 3.02 Move ladder slowly and evenly to avoid ramming ladder stops on the track.
- 3.03 When ascending or descending a ladder, face the ladder and, using the handrail, ascend or descend one step at a time, sliding the hand along the handrail. Do not jump or swing on or off ladder. When descending, make certain that the last step has been reached before stepping to the floor. Do not ascend or descend a moving ladder. When ascending, guard against striking the head against the ladder track or other overhead metal framework.
- 3.04 Do not use the brake rope as a means to insure stability except when it is necessary to hold the brake rope while moving a ladder, as described in 3.07.
- 3.05 Do not mount platform-type rolling ladders from the rear.
- 3.06 Rolling ladders may be moved by the employee aloft with the following exceptions: where it is necessary to move a ladder across an aisle, if the path is obstructed in any way, if for any reason it cannot be moved safely, or if the ladder is to be moved an appreciable distance.
- 3.07 To move a rolling ladder (not equipped with a brake) while on it, grasp the handrail with one hand and, using the other hand on the superstructure, push or pull the ladder slowly and evenly in the desired direction. If

the ladder is equipped with a brake, grasp the brake rope instead of the handrail, pull down on the brake rope and hold it so that the brake is released, then move the ladder as outlined above. While holding the brake rope, the arm may be braced against the side rail or step of the ladder to insure stability.

3.08 When working on a rolling ladder without the use of a seat, the employee should work in a well balanced position with both feet securely placed on the same step. If a temporary condition exists which makes it necessary to work in a position other than the one described above, one leg may be placed over a ladder step to insure stability.

3.09 Do not leave ladders in cross aisles while not in use.

3.10 Do not climb from a rolling ladder to the top of the superstructure or other elevated points unless the ladder is securely held by another employee.

3.11 When working on a ladder that extends part way into an aisle, suitable measures, such as blocking off the area, shall be used to warn passers-by that there is someone aloft.

3.12 Before descending a rolling ladder, look downward and make sure that there is no other person or object on the steps.

3.13 When stepping from a ladder to the floor, proper footing, with both feet on the floor, should be assured before letting go of the handrail. Do not rush the ladder away while stepping to the floor.

3.14 When it is necessary to move a ladder across an aisle intersection, exercise extreme care to prevent striking any passer-by.

4. PORTABLE ROLLING LADDERS AND STEPLADDERS

4.01 Do not use any type of portable rolling ladder or stepladder as a straight ladder.

4.02 Before mounting portable rolling ladders (folding type) or stepladders, check that the spreaders are fully extended and locked.

4.03 Do not mount the portable rolling ladder (nonfolding) from the rear nor any step-ladder that is designed to be mounted from one side only.

4.04 When ascending or descending a ladder, face the ladder and grasp the side rail firmly and ascend or descend one step at a time. When necessary to change the position of the hand on the side rail, place both feet on the same step and, with the weight of the body well balanced, move the hand to a new position on the side rail.

4.05 The second step from the top of the ladder is considered the highest ascent that can be safely maintained (with the exception of the special platform type stepladder).

4.06 Do not place boxes or similar objects on ladders, nor ladders on boxes or similar objects in order to gain additional height.

4.07 Do not attempt to shift the position of a ladder while on it.

4.08 When folding a ladder, care should be exercised to avoid pinching the fingers in the spreader braces.

4.09 When it is necessary to place a ladder in a doorway, the door should be fastened in an open position, closed and locked, barricaded, or guarded by another person.

4.10 When carrying a ladder from one place to another, guard against striking it against ceiling globes, lighting fixtures, equipment, or other objects. When passing through doorways, make certain that no one is coming from the opposite direction. If necessary, have another person open doors and assist in going around blind corners.

4.11 When ladders are not in use, place them in their assigned locations in accordance with local instructions.

5. LADDER SEATS

5.01 Ladder seats are for use on track-supported ladders only.

5.02 Do not use a defective ladder seat.

Wooden Ladder Seats

5.03 To place a wooden ladder seat on a step which cannot be reached from the floor, carry the seat with one hand using the hand hold and, with the other hand on the hand or side rail, climb slowly up the ladder, one step at a time. Do not carry tools or equipment in the tool compartment of the ladder seat.

Caution: Avoid contacting fuse panels, wiring, or equipment while transporting or placing ladder seats.

5.04 After ascending to a convenient height, place the seat on the step with the hooks extending over and beyond the step desired. Tilt the ladder seat slightly upward at the outer end, pull forward until the hooks are fully engaged at the rear of the step, and then lower the seat until the rest detail is against the next lower step.

Metal Ladder Seats

5.05 Before placing a metal ladder seat on a ladder, check that the lock handle is released (for the earlier metal seats, this will be indicated by the lock handle being in a position vertical to the seat and, for the later or modified metal ladder seats, by the lock handle being in a horizontal position).

Caution: Metal ladder seats shall not be mounted on the ladder so that the seat causes interference with the trolley-type appliance outlet. Failure to observe this caution may result in damage to the outlet or the ladder locking mechanism.

5.06 To place a metal ladder seat on a step, tilt the seat end slightly upward, placing the tool box end between the desired steps of the

↑ ladder. Guide the ladder seat toward the ladder until the lip at the tool box end is slightly to the rear of the upper step, and the bottom of the ladder seat rests on a lower step. Slide the bottom of the ladder seat to the rear of the lower step, checking that the lip at the tool box end comes to rest behind the upper step as the locking clamp slips into place over the rear edge of the lower step. Operate the lock handle to secure the ladder seat to the lower step by means of the locking clamp.

5.07 To place a metal ladder seat on a step which cannot be reached from the floor, carry the seat by the carrying handle or by the footrest post with one hand and, with the other on the hand or side rail, climb slowly up the ladder, one step at a time. Secure ladder seat at desired level as described in 5.06. Do not carry tools or equipment in the tool compartment of the ladder seat.

Caution: Avoid contacting fuse panels, wiring, or equipment while transporting and placing ladder seats.

5.08 To remove the metal seat, release the lock handle (taking care not to let the back of the hand strike the crosspiece of the earlier type seat or the carrying handle of the later or modified seat). Disengage the locking clamp by operating, for the earlier type seat, the lock handle upwards and towards the seat end of the ladder seat to its extreme position or, for the modified seat, downwards and towards the footrest post to its extreme position. With the lock handle in this position, slide the bottom of the ladder seat out from the ladder. Tilt the seat end up slightly and the tool box end down until the lip clears the rear edge of the upper step and draw the seat clear of the ladder. While holding the seat by the carrying handle, if provided, or footrest post with one hand, and with the other hand on the hand or side rail, descend the ladder slowly, one step at a time.

All Ladder Seats

5.09 Test the ladder seat by hand to check that the seat is firmly secured in place and then place the body weight on it while still holding the handrail.

Caution: On some of the earlier ladders, the dimensions of the ladder steps are such that the seat can be engaged with the step and have the appearance of being secure but the locking mechanism will not function properly to clamp the seat in position. Do not use the metal ladder seat under such conditions due to possible accident hazards.

5.10 One of two methods may be used to mount and dismount ladder seats. The build of the individual and the method which offers the maximum ease will determine the method to be used.

(a) Ascend the ladder to the first or second step (whichever is more convenient) below the footrest of the ladder seat. With one hand firmly grasping the handrail and the other hand grasping the side rail of the ladder, swing one leg over the seat and straddle the seat facing the ladder. To get into a working position, swing the other leg up and over the seat while still grasping the handrail or the side rail with one hand, turning the body into position and placing both feet on the footrest. To dismount from the ladder seat, reverse the above procedure.

(b) After the ladder seat has been placed, slide the ladder seat and, if necessary, the ladder to the side away from the equipment which is to be faced. Climb up the ladder on the side to be faced between the equipment and the seat until the hips are slightly above the ladder seat. Turn, facing the equipment, and sit down on the seat, placing both feet on the footrest. Care should be exercised in turning so that the feet are not turned off the ladder step. To dismount from the ladder seat, reverse the above procedure. During this entire procedure a firm grasp should be maintained on the handrail or the side rail of the ladder as the ladder will be inclined to tilt slightly.

Note: In either of the above methods, care should be exercised so as not to damage the equipment with the feet and guard against striking the head against the ladder track or other overhead metal framework.

5.11 Do not stand on ladder seats.

5.12 Tools, equipment, and materials should not be left on ladder seats when unattended unless fastened securely. Remove the ladder seats as soon as they are no longer required.

Caution: Remove all tools, equipment, etc, from the ladder seat and ladder before removing the seat.

5.13 When ladder seats are not in use, place them in their assigned locations in accordance with local instructions.

6. PORTABLE BENCHES AND FOOTSTOOLS

6.01 Portable benches that do not have the rear detail and the lower front detail extended to the floor with a slight recess on the lower edges to provide corner footings should not be used for footstools when in an upright position. All portable benches may be used safely as footstools when turned on the end or side.

6.02 When using the footstool or the bench as a footstool, check that it is placed on a level, firm surface so that it will not tilt.

6.03 When benches or footstools are not in use, place them in their assigned locations in accordance with local instructions.