

DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

Standard Operating Procedure
Ladder Operation

Safety Equipment Required:

- Gloves
- Hard hat
- Safety harness
- Safety shoes

Equipment required:

- Extension ladder
- Step ladder
- Hand line

PROCEDURE

1. Remove the ladder from the truck.
2. Inspect the ladder before each use. Do not use if damaged in any way.
3. Set the ladder up only on a firm flat surface,
 - a. The bottom of a straight ladder should be a distance from the support equal to one-quarter times the working height of the ladder.
 - b. Lean a straight ladder only on a strong sturdy support.
 - c. The legs of a stepladder should be fully spread with the spreading bar locked.
4. Tie the ladder to the support so it doesn't fall.
5. Face the ladder when ascending and descending, raise and lower tools with a hand line. If dismounting the ladder onto an elevated surface, the ladder will extend a minimum of three feet past the surface to be mounted.
6. Wear a safety harness when both hands are needed working from the ladder, or when there is a possibility of falling during the task.
7. When the work is complete, lower or fold the ladder and place it on the truck.
8. Secure the ladder to the truck.