



## PALM BEACH STATE COLLEGE PERSONAL PROTECTIVE EQUIPMENT (PPE) JOB HAZARD ASSESSMENT

<b>Department:</b> Facilities; MTIS	<b>Campus:</b> All
<b>Task:</b> Use a Ladder	
<b>Job Title(s) Performing Task:</b> Groundskeeper, A.C. Mechanic, A.C. & Energy Management System Specialist, Carpenter, Electronic Systems Technician, Maintenance Mechanic, Maintenance Worker, Painter, Plumber, MTIS Technician	

*Reviewed by Guy Clark, Lead Maintenance Mechanic, and David Olerich, A.C. & Energy Management Systems Specialist, July 23, 2015*

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE (Bolded)/Controls
1. Select proper ladder	None foreseen	Ladder selected must be sufficient for the weight of the employee plus the weight of tools and materials. Check rating label on the ladder.
		Ladder must be long/tall enough to provide access to the work area.
		Do not use a metal ladder when working on or near electrical equipment.
		Inspect ladder for broken/missing parts, sharp edges, burrs, splinters, decay, corrosion, slippery substances, etc. and correct or replace if problems are noted.
2. Obtain ladder and move to work location.	Ergonomics (back and other strain from lifting/carrying ladder)	Lifting/Back Safety training
		Do stretching and warm-up exercises before starting work.
		Use two persons to carry long, heavy ladders, especially extension ladders.
3. Set up the ladder	Impact	Check for overhead hazards.
	Electric shock	Keep 10' away from electrical sources.
	Compression (from pinching of fingers/hands while opening stepladder)	Be aware of and avoid pinch points. <b>Wear work gloves.</b>
	Falls from height	Never place ladder on boxes or other unstable bases to obtain additional height.

<b>Department:</b> Facilities; MTIS		<b>Campus:</b> All
<b>Task:</b> Use a Ladder		
<b>Job Title(s) Performing Task:</b> Groundskeeper, A.C. Mechanic, A.C. & Energy Management System Specialist, Carpenter, Electronic Systems Technician, Maintenance Mechanic, Maintenance Worker, Painter, Plumber, MTIS Technician		
<b>Reviewed by</b> <i>Guy Clark, Lead Maintenance Mechanic, and David Olerich, A.C. &amp; Energy Management Systems Specialist, July 23, 2015</i>		
3 (continued). Set up the ladder	Falls from height (continued)	Ensure spreader bars are fully extended (down) so that the ladder does not shift while on it.
		Ensure that base is stable and ladder is level.
		Block, tape, lock or guard a door if the ladder is placed where the door will hit it when opened.
		When working in a high traffic area, place warning signs or barriers or have someone hold and guard the ladder.
		For a straight ladder used to gain access to a roof or elevated platform, the side rails should extend at least three feet above support point to allow getting off and back on the ladder safely.
		For a straight ladder, the distance its bottom to its support wall must be one-quarter the length of the ladder.
		Do not use a stepladder like a straight ladder, i.e., in a leaning or folder position.
4. Climb the ladder.	Falls from height	The bracing on the back side rails of stepladders is designed only for increasing stability, not for climbing.
		Always face the ladder and maintain a 3-point contact (two hands and a foot, or two feet and a hand) while ascending.

<b>Department:</b> Facilities; MTIS		<b>Campus:</b> All
<b>Task:</b> Use a Ladder		
<b>Job Title(s) Performing Task:</b> Groundskeeper, Electrician, Maintenance Mechanic, Maintenance Worker, MTIS Technician		
<i>Reviewed by Guy Clark, Lead Maintenance Mechanic, and David Olerich, A.C. &amp; Energy Management Systems Specialist, July 23, 2015</i>		
4 (continued). Climb the ladder.	Falls from height (continued)	Carry tools in a tool belt or raise tools up using a hand line. Never carry tools in your hands while climbing up a ladder.
		Materials should be raised by means of a rope after the climber has reached the working position.
5. Accomplish task while on ladder. Refer to task-specific JHA for additional safety information. Wear recommended Personal Protective Equipment.	Falls from height	Ladders should not be used by more than one person at a time unless they are designed for such use.
		The top two steps and platform of a stepladder shall not be used.
		The top three rungs of a straight ladder shall not be used.
		Keep your body centered between both side rails while working. Rule-of-thumb is to never let your belt buckle pass beyond either ladder side rail.
6. Descend the ladder.	Falls from height	Never overreach to either side or lean too far forward or backward.
		Always face the ladder and maintain a 3-point contact (two hands and a foot, or two feet and a hand) while descending.
		Carry tools in a tool belt. Never carry tools in your hands while climbing down a ladder.

<b>Department:</b> Facilities; MTIS		<b>Campus:</b> All
<b>Task:</b> Use a Ladder		
<b>Job Title(s) Performing Task:</b> Groundskeeper, Electrician, Maintenance Mechanic, Maintenance Worker, MTIS Technician		
<b>Reviewed by Guy Clark, Lead Maintenance Mechanic, and David Olerich, A.C. &amp; Energy Management Systems Specialist, July 23, 2015</b>		
7. Return ladder to storage location.	Ergonomics (back and other strain from lifting/carrying ladder)	Lifting/Back Safety training
		Do stretching and warm-up exercises before starting work.
		Use two persons to carry long, heavy ladders, especially extension ladders.

**NOTE:** Basic hazard categories include – **impact** (falling/flying objects, struck by), **falls from height**, **penetration** (sharp objects piercing foot/hand, other body parts), **compression** (roll-over or pinching), **cuts**, **burns**, **chemical exposure** (inhalation, ingestion, skin contact, eye contact or injection), **heat**, **extreme cold**, **harmful dust**, **noise**, **light (optical) radiation** (welding, brazing, cutting, furnaces, etc.), **ionizing radiation**, **non-ionizing (RF energy) radiation**, **electrical shock**, **ergonomics** (includes back strain or other strain due to lifting/stretching) and **biologic**.

**CERTIFICATION:** I certify that I have personally performed the above Job Hazard Assessment on the date indicated below. *This document is a Certification of the Hazard Assessment required by 29 CFR 1910.132(d)(2).*

Larry L. Leskovjan	<i>Larry L. Leskovjan</i>	July 23, 2015
<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>