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Version: 1.1	Subject: Ladder Safety	

9. Step Stools

Users of step stools (including library type rolling step stools) do not have to watch the DVD 'A Practical Approach to Ladder Safety' however, a supervisor or other competent employee must go over the following guidelines, manufacturer's instructions, and complete Appendix C 'Step Stool Safety Acknowledgement'

Step stools must be inspected at least twice year and prior to each use. Appendix A (Inspection Checklist) or equivalent shall be completed on the bi-annual inspection.

Step stools must have a rating of CSA Grade 1, or ANSI Type I, to be used at Queen's University.

Proper use of step stools:

- Carry objects so as not to impair ability to climb/descend, maintain balance and preserve field of view.
- Keep hands above knee level when reaching downward to grasp objects.
- Keep belt buckle within centre of stool when reaching sideways, do not overreach.
- Avoid leaning backward while moving objects.
- Avoid rising on toes when reaching up to place or retrieve objects.
- Keep both feet on the stool.
- Avoid applying forceful or jerky pushing/pulling movements when there is the potential for an unexpected reaction.

10. Inspection and Maintenance

Departments shall inspect all ladders at least twice a year and prior to each use. If a ladder falls over it shall be re-inspected immediately for side rails dents or bends, excessively dented rungs, rung to side rail connections, hardware connections and possible rivet shear.

Appendix A (Ladder/Step Stool Inspection Checklist) or equivalent shall be completed on the bi-annual inspection.

11. Version History

Version 1.0: March 2012 – Initial Release
Version 1.1: April 2021 – Minor wording and format changes. Strengthened the language around the requirement that all equipment is to be provided by Queen's University.

APPENDIX A

Ladder/Step Stool Inspection Checklist

Ladder Type/ID: _____ Location: _____

Damaged or defective ladders must be tagged out of service immediately and reported to your supervisor

'A' Acceptable or a checkmark 'X' Unacceptable or 'N/A '	Date of Inspection							
Material: W=Wood M=Metal O=Other								
Steps or rungs (No broken, loose, missing).								
No Loose/missing nails, screws, bolts or other metal parts.								
No Cracked, split, rusted, or broken uprights, braces, or rungs.								
Wooden parts (smooth, no splinters)								
No Damaged or worn non-slip bases.								
Ladder stability.								
Moving parts moving freely (lubricated as required by manufacturer).								
Not Wobbly (side to side strain).								
No Loose or bent hinge spreaders								

APPENDIX C

Step Stool Safety Acknowledgement

Name:_____ Staff Student Number:_____

Department:_____

I acknowledge that I have read the Queen's University Policy on ladder safety, and that I have received training from

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