JOBSTEP SAFETY

Job Hazard Analysis: free example

Working from an extension ladder

Company	_____
Site or project	_____
Location on site	_____
Conditions today	_____ (weather, ground, access, other work nearby)
Task	Working from an extension ladder
Trade	General trades
State	_____
Work type	Construction (29 CFR Part 1926)
Prepared by	_____
Date of the work	_____
Library reference	L01, Ladders, scaffolds and lifts

HOW TO USE THIS JHA

1. This JHA is filled in for the task as it is usually done. Walk the job: cross out what does not apply, and add any step, hazard or control your site needs.
2. Fill in every highlighted line before work starts. In the Word file you can type them in.
3. Go through each step with the crew at the start of the shift, on site, before anyone starts work.
4. Have everyone who does the work sign the crew sign-on sheet. Keep a copy on site.
5. It follows federal OSHA construction rules (29 CFR Part 1926). In a State Plan state, check your state's rules as well.

Before work starts

Highlighted lines must be filled in or confirmed for your site before anyone starts work.

- ☐ Confirm whether a hospital or clinic can be reached quickly from this site.
- ☐ Person in charge on site: _____
- ☐ Address or location to give 911 callers: _____
- ☐ Nearest hospital or clinic: _____
- ☐ Person on site with valid first-aid training: _____

Protective equipment for this job

- Hard hat
- Safety glasses
- Work boots with slip-resistant soles
- Work gloves for carrying and setup

Training and competent person

29 CFR 1926.1060(a)
Workers using ladders must be trained, as necessary, to recognize ladder hazards and the procedures to reduce them.

29 CFR 1926.1053(b)(15)
A competent person inspects ladders for visible defects periodically and after anything that could affect their safe use.

29 CFR 1926.21(b)(2)
Every worker must be instructed in recognizing and avoiding the unsafe conditions and rules that apply to their work.

Step by step

Step 1. Inspect the ladder before use

WHAT CAN GO WRONG

- Cracked or bent side rail, broken rung, worn foot or faulty rung lock (the ladder fails and the worker falls)
- Ladder too short for the work (the worker stands too high or overreaches and falls)

HOW WE CONTROL IT

Use a safer method or material

- Pick a ladder long enough that nobody has to stand on the top rungs or reach past the rails.

Work practices and checks

- Check the rails, rungs, rung locks, rope, pulley and feet before the ladder is used. Look for cracks, bends, corrosion and missing parts.
- Mark a damaged ladder "Do Not Use" and pull it from use until it is fixed.
- Check the duty rating label covers the worker plus tools and materials.

Rules: 1926.1053(b)(6), 1926.1053(b)(4), 1926.1053(b)(21), 1926.1053(b)(22), 1926.1060(a), 1926.1053(b)(5)(i), 1926.1053(b)(7), 1926.1053(b)(8), 1926.1053(b)(20), 1926.1053(b)(15), 1926.1053(b)(16) (see Rules that apply)

Step 2. Carry and set up the ladder at the work spot

WHAT CAN GO WRONG

- Ladder base slides out on soft, uneven or slippery ground (fall from the ladder)
- Ladder knocked by a vehicle, an opening door or a passing worker (fall from the ladder)
- Raised ladder touches an overhead power line (electrocution)

HOW WE CONTROL IT

Guards, barriers and equipment

- Set the feet on firm, level ground. Use leg levelers or a base pad, never boxes or blocks.
- Secure the top to the structure, and secure or foot the base until the top is tied.
- In a doorway, walkway or driveway, lock the door or barricade the area around the ladder.

Work practices and checks

- Set the foot out from the wall about one-quarter of the working length of the ladder.
- Look up before raising the ladder and keep it well clear of overhead power lines. Near exposed energized equipment, use a ladder with nonconductive side rails.
- For access to a roof or upper level, extend the side rails at least 3 feet above the landing.

Rules: 1926.1053(b)(6), 1926.1053(b)(4), 1926.1053(b)(21), 1926.1053(b)(22), 1926.1060(a), 1926.1053(b)(5)(i), 1926.1053(b)(7), 1926.1053(b)(8), 1926.1053(b)(20), 1926.1053(b)(15), 1926.1053(b)(16), 1926.1053(b)(1), 1926.1053(b)(12) (see Rules that apply)

Step 3. Climb up and down the ladder

WHAT CAN GO WRONG

- Slipping off a rung with wet or muddy boots (fall from the ladder)
- Carrying tools or material by hand while climbing (loss of balance and a fall)

HOW WE CONTROL IT

Work practices and checks

- Face the ladder and keep at least one hand on it while climbing up or down.
- Carry tools in a belt or pouch and raise materials with a hand line.
- Clean mud, ice or grease off boot soles and rungs before climbing.
- Only one person on the ladder at a time, unless it is built for more.

Protective equipment

- Wear boots with slip-resistant soles.

Rules: 1926.1053(b)(6), 1926.1053(b)(4), 1926.1053(b)(21), 1926.1053(b)(22), 1926.1060(a), 1926.1053(b)(5)(i), 1926.1053(b)(7), 1926.1053(b)(8), 1926.1053(b)(20), 1926.1053(b)(15), 1926.1053(b)(16) (see Rules that apply)

Step 4. Do the work from the ladder

WHAT CAN GO WRONG

- Overreaching to the side (the ladder tips sideways and the worker falls)
- Tool or part dropped on people below (head or eye injury)
- Damaged cord or tool (electric shock, which can also cause a fall)

HOW WE CONTROL IT

Guards, barriers and equipment

- Barricade or tape off the area under the ladder.
- Plug corded tools into a GFCI-protected outlet and check cords for damage before use.

Work practices and checks

- Keep your belt buckle between the rails. Climb down and move the ladder instead of reaching.
- Never stand above the highest standing level marked on the ladder.
- Use tools with their guards in place and in good condition.

Protective equipment

- Wear a hard hat and safety glasses.

Rules: 1926.1053(b)(6), 1926.1053(b)(4), 1926.1053(b)(21), 1926.1053(b)(22), 1926.1060(a), 1926.300(a), 1926.300(b)(1), 1926.404(b)(1)(ii), 1926.416(e)(1), 1926.302(a)(1), 1926.100(a), 1926.102(a)(1) (see Rules that apply)

Step 5. Take down, move and store the ladder

WHAT CAN GO WRONG

- Fly section drops while it is lowered (crushed fingers or struck by the ladder)
- Ladder hits people or a power line while it is carried (injury or electric shock)
- Ladder left in a walkway (trips and falls)

HOW WE CONTROL IT

Work practices and checks

- Lower the fly section hand over hand and keep fingers clear of the rung locks.
- Carry a long ladder with two people and watch for overhead lines and people.
- Store ladders on a rack out of walkways, away from heat and weather.
- Have a competent person inspect ladders regularly and after one is dropped or damaged.

Rules: 1926.1053(b)(6), 1926.1053(b)(4), 1926.1053(b)(21), 1926.1053(b)(22), 1926.1060(a), 1926.1053(b)(5)(i), 1926.1053(b)(7), 1926.1053(b)(8), 1926.1053(b)(20), 1926.1053(b)(15), 1926.1053(b)(16), 1926.25(a) (see Rules that apply)

Rules that apply to this job

Each rule in plain words. The regulation text itself is at osha.gov under the section number.

29 CFR 1926.1053(b)(6) Steps 1, 2, 3, 4, 5
Set ladders only on stable, level surfaces, or secure them so they cannot move.

29 CFR 1926.1053(b)(4) Steps 1, 2, 3, 4, 5
Use a ladder only for what it was designed for.

29 CFR 1926.1053(b)(21) Steps 1, 2, 3, 4, 5
Keep at least one hand on the ladder when climbing up or down.

29 CFR 1926.1053(b)(22) Steps 1, 2, 3, 4, 5
Do not carry anything on a ladder that could make you lose your balance.

29 CFR 1926.1060(a) Steps 1, 2, 3, 4, 5
Workers using ladders must be trained, as necessary, to recognize ladder hazards and the procedures to reduce them.

29 CFR 1926.1053(b)(5)(i) Steps 1, 2, 3, 5
Set an extension or straight ladder so its foot is out from the top support by about one-quarter of the working length.

29 CFR 1926.1053(b)(7) Steps 1, 2, 3, 5
On a slippery surface, secure the ladder or use slip-resistant feet so it cannot move.

29 CFR 1926.1053(b)(8) Steps 1, 2, 3, 5
A ladder in a passageway, doorway, driveway or other spot where it can be knocked must be secured, or barricaded from the traffic.

29 CFR 1926.1053(b)(20) Steps 1, 2, 3, 5
Face the ladder when climbing up or down.

29 CFR 1926.1053(b)(15) Steps 1, 2, 3, 5
A competent person inspects ladders for visible defects periodically and after anything that could affect their safe use.

29 CFR 1926.1053(b)(16) Steps 1, 2, 3, 5
A portable ladder with structural defects is marked as defective or tagged "Do Not Use" and taken out of service until repaired.

29 CFR 1926.1053(b)(1) Step 2
A portable ladder used to reach an upper level must extend at least 3 feet above it (or be secured at the top with a grab rail where it cannot).

29 CFR 1926.1053(b)(12) Step 2
Where the worker or the ladder could contact exposed energized electrical equipment, use a ladder with nonconductive side rails.

29 CFR 1926.300(a) Step 4
Keep all hand and power tools in safe condition, whoever owns them.

29 CFR 1926.300(b)(1) Step 4
Power tools designed for guards must have them on when in use.

29 CFR 1926.404(b)(1)(ii) Step 4
Temporary 120-volt, 15- and 20-amp outlets in use on site need GFCI protection (small generators have a stated exception).

29 CFR 1926.416(e)(1) Step 4
Do not use worn or frayed cords or cables.

29 CFR 1926.302(a)(1) Step 4
Electric power tools must be double-insulated or grounded.

29 CFR 1926.100(a) Step 4
Wear a hard hat where there is a possible danger of head injury from impact, falling or flying objects, or electrical shock and burns.

29 CFR 1926.102(a)(1) Step 4
Use eye or face protection against flying particles, molten metal, chemicals, gases or vapors, or harmful light.

29 CFR 1926.25(a) Step 5
Keep scrap lumber with protruding nails and all debris cleared from work areas, passageways and stairs.

29 CFR 1926.21(b)(2) Whole job
Every worker must be instructed in recognizing and avoiding the unsafe conditions and rules that apply to their work.

29 CFR 1926.28(a) Whole job
The employer must require appropriate PPE wherever workers are exposed to hazardous conditions.

29 CFR 1926.50(c) Whole job
If no clinic or hospital is reasonably accessible, a person with valid first-aid training must be available on site.

Crew sign-on

By signing, I confirm this JHA was reviewed with me before I started this task, and I know who to tell if the work or conditions change.

Name (print)	Signature	Date