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Standard Operating Procedure Title: SAFE USE OF STEPLADDER AND STEP STOOL		Page: 1 of 2

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1. OBJECTIVE

This procedure provides general precautions for safe use of stepladder and step stool in the Department of Medicine.

2. SCOPE

This SOP is applicable to all staff and students working in the Department of Medicine Research Laboratories at MD1, MD6 and NUH.

3. RESPONSIBILITY

3.1 Pls and supervisors must ensure the following:

- The risk management process is incorporated in safety and health regulations, directives and operational plans to minimize accident risk and that SOPs are developed for all operations entailing risk of death, serious injury, occupational illness or property loss.
- Promptly evaluate and carry out steps as required to correct the hazards reported by employees or identified through accident investigation.

3.2 All staff and students will comply with safety and health rules, regulations, and standards, and report any unsafe and unhealthy working conditions and accidents to their immediate supervisor.

4. GENERAL PRECAUTIONS

4.1 Checks on Stepladder

Look for obvious visual defects before using a stepladder. Check that:


- all the stepladder feet are fitted firmly.
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc).
- the feet are clean and in contact with the ground.
- all the screws, bolts and hinges are secure.
- the spreaders on the stepladder can be locked into place.
- there are no other obvious signs of damage such as cracks.

4.2 Storage of Stepladder

- Store stepladder in a well-ventilated area to prevent sagging and warping.
- Store step ladders in the closed, vertical position, with secured chain if necessary.

4.2 Use of Stepladder

- Short duration work (maximum 30 minutes).
- Light work (up to 10 kg).
- Avoid side-on working. Use with the steps facing the work activity.
- Always grip the ladder when climbing and do not overreach.
- Keep both feet on the same rung throughout the task.
- Maintain three point of contact when using the stepladder (eg. two hands and one

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foot, or two feet and one hand on the ladder at all times.)

- Never stand on the top step of a stepladder.
- Never try to move the stool or ladder while still standing on it.
- Look down, and proceed slowly, when stepping down from the stool.
- If using a folding stepladder ensure it is completely folded out and in the locked position.
- Correct footwear must be worn. High heeled boots and shoes and open toed sandals are inappropriate.

4.3 Safe Use of Step Stool

- Carry out pre-use checks to ensure the wheels are running freely, there is no contamination on the wheels or steps, and rubber surfaces are stuck down securely.
- Ensure the stool is firmly anchored before placing all of your weight on it.
- Wear shoes that will not slip on the stool's surfaces.
- Never stand on a stool that is on an uneven surface.
- Always be aware of where the edge of the stool is located.
- Never climb from a stool onto a counter, desk, or table top.
- Never reach or stretch from your tip-toes when on a stool.
- Be prepared to move the stool into a new position rather than risk overreaching for access to an item, and subsequently losing your balance.
- Don't carry items in both hands when standing on the stool.

5. INCIDENT REPORTING

Accidents resulting in injuries must be reported to the PI and/or laboratory safety lead immediately after first aid is applied.

Seek medical attention when necessary at the University Health Centre or proceed to the Accident & Emergency units of National University Hospital after office hours.

All incidents or accidents have to be notified to OSHE within 24 hours via the online Accident and Incident Management System (AIMS) at https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html.

6. REVISION HISTORY

Date Revised	Version No.	Author	Summary of Revisions
15-04-2019	001	Yeo Soh Bee	
15-04-2022	002	Adeline Chow	Update of approver (HOD): Prof Anantharaman Vathsala Section 4.2: Use of Stepladder: Maintain three point of contact when using stepladder.