

The foot of the ladder should be placed  $\frac{1}{4}$  of its length away from the vertical plane of its top support. The top of the ladder must extend 3 feet above its supporting point when used to access an elevated area. Extension ladders must be overlapped by at least 3 rungs.

### Step Ladders

Do not stand on the top 2 steps of the step ladder.

### Lock out Tag out

Controls that are to be deactivated during the course of work on energized or de energized equipment or circuits shall be locked out and tagged. Only individually keyed locks may be used and each employee must affix their own lock to the equipment or circuit. Always verify the source is de energized before starting work.

### OSHA requirements

A first aid kit will be on each job site and accessible when required. Where 911 is not available telephone numbers of the local emergency response team will be posted. Housekeeping during the course of construction is a must.

### Your Responsibility

Care must be taken to avoid exposing the public to any danger from tripping, falling objects, fire, and electric shock. Lock out electrical circuits. Lock up tool boxes. The electrician who is not safety conscious endangers himself and everyone around him. Safety conscious workers not only look out for themselves but equally for the safety of others.

### Injury Reporting

All injuries, regardless of how minor, must be reported to your foreman. All reports must be filed on site within 24 hours. All injuries requiring medical attention will be subject to drug and alcohol testing.