1. Check your belt to make sure it is clean and not frayed.
2. Carry the ladder on your shoulder or on your side.
3. Set the ladder one foot from what you are climbing, for every 4 feet you are climbing.
4. Raise the ladder one rung at a time.
5. Tie off the ladder.
   a. Tie around the rungs to keep the ladder from closing in case of an accident.
   b. Tie the ladder to a pole or other safe object to help keep ladder steady.
6. Climb ladder with 3 points of contacts.
   a. Always keep 3 points of contacts.
   b. One leg and two hands on the ladder or,
   c. Two legs and one hand on the ladder at all times.
7. Strap yourself in.
8. All field and company ladders must be checked and certified every year.
   a. Currently managers are certifying ladders.
   b. Check the ladder yourself before climbing.
   c. If you notice any problem with the ladder, contact your manager immediately.
9. Any ladder that fails inspection needs to have at least one rung sawed off to prevent others from using the ladder.

Be safe! Return home from work with the same number of arms, legs, toes, and fingers you went to work with.

Officer’s signature: