

A **step stool** refers to a smaller self-supporting, portable ladder, that may be foldable for easy storage. Step stools are useful and efficient when extra height is needed to reach or perform tasks overhead safely but when a full-sized ladder is not required.

Unlike step ladders, step stools do not have a pail shelf and are designed in a way that allows a person to stand on the top step, also known as the top cap.

Step stools are a fixed height of up to 32 inches tall. A step stool is measured along the front side rail from the bottom of the feet to the top step. Side rails may extend above or over the top step but any rails above the top step are not included in the overall height measurement of the step stool.

- Do not use a step stool in a closed position, like a small extension ladder, or in a partially open position. Every time a step stool is used, the base must be spread fully open with the spreaders locked.
- Never attempt to move the step stool while standing on it, or by standing on something else (like a shelf) and pushing the step stool with your foot. Always get down from the step stool and move it to the next secure and stable location you need to use it before climbing on again.
- Always climb onto a step stool from the front. Do not climb onto a step stool at an angle or from the side or back. Never climb or stand on the braces at the rear of the step stool.
- Because step stools are not fixed ladders, do not step onto a step stool from another platform. For example, do not climb from one step stool to another step stool in order to save time.
- When using, do not place a step stool on top of another object like boxes, a barrel, scaffolding, or shelving. If additional height is required, use a ladder more suitable to the task that can be used safely.
- Always inspect the step stool prior to each use, or at minimum before the first use on each shift.



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- Always set up and use the step stool according to the manufacturer's instructions.
- Never leave a step stool set up and unattended.
- To be used safely, a step stool must be placed on level ground with solid floor support for all four feet, or the entire base.



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- If you begin to climb and feel like the step stool is not balanced properly, climb down and reposition.
 - Avoid over-reaching when on a step stool.
 - Always face the step stool when climbing up or down.
- Ensure that the step stool you are planning to use is sturdy and able to support the intended weight of the task. The maximum intended load includes the weight of the employee as well as the PPE worn, and all tools, equipment and materials being carried.

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