**LADDER SAFETY PROGRAM**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**TABLE OF CONTENTS**

PURPOSE 3

DEFINITIONS 3

RESPONSIBLE PARTIES 4

LADDER CONSTRUCTION REQUIREMENTS 5

LADDER USAGE 5

TRAINING REQUIREMENTS 7

LADDER INSPECTIONS 8

CONTRACTORS AND VENDORS 8

PROGRAM REVIEW 8

# PURPOSE

This program establishes the training, inspection, and operating requirements concerning the use of portable ladders used at **INSERT AGENCY'S NAME**. The program is being implemented to educate employees to recognize and avoid hazards related to the use of fixed and portable ladders

This program applies to all employees and contractors working on any site owned or operated by **INSERT AGENCY'S NAME** and does not cover scaffolds or elevated platforms that are covered under separate programs if applicable.

# DEFINITIONS

**Combination Ladder** is a portable ladder capable of being used either as a stepladder or as a single or extension ladder. It may also be capable of being used as a trestle ladder or a stairwell ladder.

**Competent Person** is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

**Extension Ladders** are non-self-supporting portable ladder adjustable in length. It consists of two or more sections in guides or brackets or the equivalent and so arranged as to permit adjustment.

**Fixed Ladders** are any ladder that is permanently attached to a structure.

**Ladder** device incorporating or employing steps, rungs, or cleats on which a person may step to ascend or descend.

**Ladder Safety System** is an assembly of components whose function is to arrest the fall of a user, including the carrier and its associated attachment elements (brackets, fasteners, etc.), safety sleeve, body support, and connectors, wherein the carrier is permanently attached to the climbing face of the ladder or immediately adjacent to the structure.

**Platforms** are landing surface that is used as a working standing location.

**Rail** is the side members joined at intervals by either rungs or steps.

**Stepladders** are a self-supporting portable ladder, non-adjustable in length, with flat steps and a hinged base. They are designed to support one person along with all necessary equipment (tools, materials, etc.) and they are constructed under the following general classes:

* **Type I** – Industrial, heavy-duty ladder with load capacity, not more than 250 pounds.
* **Type IA** – Extra-heavy industrial ladder with load capacity, not more than 300 pounds.
* **Type II** – Commercial, medium-duty ladder with load capacity, not more than 225 pounds.
* **Type III** – Household, light-duty with load capacity, not more than 200 pounds.

**Step Stools (ladder type)** are a self-supporting, foldable, portable ladder, non-adjustable in length, 32-inches or less in overall size, with flat steps and without a pail shelf, designed to be climbed on the ladder top cap so that the ladder top cap, as well as all steps, can be climbed. The side rails may continue above the top cap.

**Top Cap** is the uppermost horizontal member of a portable stepladder.

**Top Step** is the first step below the top cap of a portable stepladder. Where a ladder is constructed without a top cap, the top step is the first step below the top of the rails.

**Working Length** is the length of a non-self-supporting portable ladder measured along the rails from the base support of the ladder to the point of bearing at the top.

**Working Load** is maximum applied load, including the weight of the user, materials, and tools, that the ladder is support for the intended use.

# RESPONSIBLE PARTIES

**INSERT RESPONSIBLE POSITION TITLE have the responsibility:**

I. Developing specific policies and procedures about the operation and maintenance of the agency's ladders.

II. Enforce compliance with this program. All appropriate employees, presently employed and all new employees must be trained and responsible for the purpose and the use of this program.

**Manager(s) or Supervisor(s) have the responsibility:**

1. Arraigning for the training of employees who use portable ladders in their departments.

II. Ensure the ladders under their responsibility are properly inspected and maintained in a safe operating condition using the form below.

**Employees have the responsibility:**

1. Safely using portable ladders.
2. Inspecting ladders in their areas and completing the required inspection.
3. Reporting equipment defects and/or maintenance needs immediately

# LADDER CONSTRUCTION REQUIREMENTS

Fixed and portable ladders and step stools shall at minimum meet the appropriate Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI) A14.1 materials and construction specifications.

Newly installed fixed ladders that are 24-feet or longer shall be outfitted with a ladder safety system. Existing fixed ladders that are 24-feet or longer must be retrofit with a ladder safety system before November 18, 2036.

Portable ladders shall display the appropriate legible ANSI standard compliance marking and other ladder markings. Labels/markings must be replaced when they are no longer legible.

# LADDER USAGE

**Intended Use -** Ladder use shall be restricted to the purpose for which the ladder was designed.

* The duty rating of the ladder must be indicated on the ladder. The working load to be placed on the ladder including the person and tools must be less than the duty rating.
* Ladders shall not be climbed by more than one person at a time unless designed to support more than one person.
* Stepladders shall not be used as single ladders or in a closed or partially closed position.
* The user shall not step or stand higher than the step or rung indicated on the label marking the highest standing level on a ladder.
* The user shall not step or stand on the ladder top cap and the top step of a stepladder or a combination ladder configured as a self-supporting ladder.
* The rear braces of a stepladder may not be used for climbing.

**Angle of Inclination** – Portable non-self-supporting ladders should be erected at a pitch of approximately 75 degrees from horizontal for optimum resistance to sliding, the strength of the ladder, and balance of the climber. A simple rule for setting up a ladder at the proper angle is to place the base a distance from the wall or upper support equal to one-quarter of the effective working length of the ladder. The effective working length is the distance along the side rails from the bottom of the support point of the upper portion of the ladder.

**Footing Support** – The ladder base shall be placed with a secure footing on a firm, level support surface. Ladder levelers may be used to achieve equal rail support on uneven surfaces. Devices such as shoes, spurs, spikes, combinations thereof, or similar device of substantial design should be installed where required for slip resistance and bearing areas. Where ladders with no safety shoes, spurs, spikes or similar devices are used, a foot ladder board or similar device may be employed. Ladders shall not be used on ice, snow, or slippery surfaces unless suitable means to prevent slipping are employed. Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.

**Top Support** – The top of a non-self-supporting ladder shall be placed with the two rails supported equally unless it is equipped with a single support attachment. Such an attachment should be substantial and large enough to support the ladder under load. It should be used when the ladder top support is a pole, light standard, or building corner, or in tree-type operations.

**Side Loading** – Portable ladders are not designed for excessive side loading, and such abuse of the ladder shall be avoided. The ladder shall be kept close to the work. The user shall not overreach, but shall descend and relocate the ladder instead. When using a ladder, the user shall never push or pull unless the ladder is properly secured.

**Climbing Ladders** – When ascending or descending the ladder, the user shall face the ladder and maintain a firm hold on the ladder. It is preferable to grasp the rungs with an overhand grip as opposed to grabbing the rails. Grip strength is improved while grasping the rungs. Three points of contact with the ladder should be maintained at all times. The recommended climbing pattern is hand, hand-foot, foot. Belt buckle area of the body should remain centered on the ladder and never extend beyond the side rails.

**Electrical Hazards –** Users are cautioned to take proper safety measures when ladders are used in areas containing electrical circuits. These precautions should prevent any contact or possible contact with an energized, uninsulated circuit or conductor to avoid electrical shock or short circuit. Metal ladders and wood ladders with side-rail metal reinforcement wires shall not be used where they would come in contact with exposed energized electric wires. All ladders should be kept away from electric power lines. It is imperative to also take precautions to avoid contact with electrical circuits with tools that are in use while on the ladder.

**Access to Roof or Platform** – When a single section or extension ladders are used to gain access to a roof or platform, the top of the ladder shall extend at least 3-feet above the point of support at the eaves, gutter, platform or roofline. The user shall take care when ascending from the ladder to the roof or/platform or descending from the roof/platform to the ladder to avoid tipping the ladder over sideways or causing the ladder base to slide.

**Doorways** – Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.

**Set-Up and Adjustment of Ladders**

* **Extension Ladders** – Adjustment of extension ladders shall only be made by the user when standing at the base of the ladder so the user may observe when the locks are properly engaged. The user shall check that the rope is tracking correctly in the pulley. Adjustment of extension ladders from the top of the ladder (or any level over the locking devices) is a dangerous practice and shall not be attempted. Adjustments shall not be made while anyone is standing on the ladder. The user shall ensure that both upper and lower ladder support points are contacting firm support surfaces. Combination ladders used in a non-self-supporting configuration require that the same procedures be observed.
* **Stepladders** – The user shall ensure that the stepladder is fully opened, with spreaders locked and all feet in contact with a firm and level support surface.

**Wood Ladder Use Restriction** – Wood ladders are prohibited for use for **INSERT AGENCY NAME** employees. Fiberglass ladders or aluminum ladders may be used depending on the specific application.

# TRAINING REQUIREMENTS

**INSERT AGENCY’S NAME** will provide training to ensure that all managers, supervisors, and employees understand the purpose and function of this program and general ladder safety.

Training will be as follows:

* **Initial Training**is conducted by **INSERT AGENCY’S NAME** for all new employees. Employees will be trained to recognize hazards related to ladders. Also, employees will be trained on the maximum intended load-carrying capacities of ladders; the proper placement of ladders and inspection criteria.
* **Refresher Training**is a general regulatory overview conducted every three years by **INSERT AGENCY’S NAME** managers, supervisors and employees.
* Training records maintained by **INSERT AGENCY’S NAME** and will be retained for 3 years from the date on which the training occurred.

# LADDER INSPECTIONS

**New or Modified Equipment Safety Inspection:** An inspection of a new or modified ladder is performed by **INSERT RESPONSIBLE POSITION TITLE**.

**Pre-Use Inspections:** Portable ladders will be inspected before use to verify the equipment is safe to operate. If at any time the ladder is found to be unsafe, the employee will immediately notify their supervisor and remove the equipment from service.

**Periodic Inspection:** Annual inspections are performed for each ladder per the manufacturer’s recommendations by **INSERT RESPONSIBLE POSITION TITLE**.

* The results of the new equipment and periodic inspections will be documented and retained by **INSERT RESPONSIBLE POSITION TITLE** for 12 months for recordkeeping purposes.
* Ladders identified with defects shall be withdrawn from service for repair or destruction and tagged ***"Dangerous, Do Not Use."***Any requirements for repair or replacement of the ladder or its components will need to be rectified before that ladder being returned for use.

# CONTRACTORS AND VENDORS

Contractors and vendors shall be responsible for supplying and using their portable ladders on **INSERT AGENCY’S NAME** property.

# PROGRAM REVIEW

This program will be reviewed by **INSERT AGENCY’S NAME** annually.