

[Enter Company Name Here]
Procedures

Ladder Safety Program

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I. Policy

This program provides the minimum safety requirements for protecting [Enter Company Name Here] employees from potential injuries associated with portable and fixed ladders. By following these basic safety principles and maintaining proper safety awareness, employees should be able to avoid serious injury.

II. Purpose/Scope

The purpose of this program is to provide [Enter Company Name Here] employees with the basic information for assuring a safe and healthful workplace free from recognized portable and fixed ladder hazards, which may cause serious injury. Each employee is expected to follow the guideline provided within this section. Supervisors shall be responsible for initiating disciplinary action against employees who do not follow the guidelines within this section.

The information in this program applies to all [Enter Company Name Here] employees working on, near, or with portable and fixed ladders.

III. References

There are numerous safety references, which pertain to portable and fixed ladders including, but not limited to:

- American National Standards Institute (ANSI) Standards, ANSI A14.1 - ANSI A14.3, Safety Codes for Ladders
- Occupational Safety and Health Administration (OSHA) Standards OSHA 29 CFR 1910, Subpart D - Walking-Working Surfaces

VI. Program

Only ladders meeting ANSI A14.1 - ANSI A14.3, (Safety Codes for Ladders), shall be used by [Enter Company Name Here] employees.

A. Inspection and Maintenance

Portable and fixed ladders will be formally inspected once every six months to ensure they are in good working condition. The Ladder Inspection Checklist located in Appendix A will be used when performing the inspection. Ladders that are need of repair or appear unsafe shall be tagged "Dangerous Do Not Use." These ladders will be taken out of service until properly repaired, replaced or thrown away.

1. Portable ladders should be evaluated by the employee prior to each use. The employee shall inspect for:
 - Broken or loose rungs
 - Rungs free of excess dirt and grease
 - Side rail cracks, splits, bruised, dry rot and loose nails
 - Hardware and fittings for secure attachment and damage
 - Proper operation of locking devices and safety feet
 - Damaged or worn non-slip base
 - Underwriter's label and proper markings

2. Fixed ladders should be evaluated by the employee prior to each use. The employee shall inspect for:
 - Broken, corroded, or loose rungs.
 - Rungs free of excess dirt and grease
 - Side rails for corrosion, fractures, and adequate anchoring at the base and top connection.
 - All hardware and fittings for secure attachment.

3. If any defects are discovered during the employee evaluation the ladder shall be tagged "Dangerous Do Not Use." The ladder will be taken out of service until properly repaired, replaced or thrown away.

B. Use

[Enter Company Name Here] employees should observe certain rules when placing, ascending, descending, and using ladders:

1. Do not use ladders in a horizontal position as runways or as scaffolds.
2. Never place a ladder in front of a door unless the door is blocked or guarded.
3. Do not place a ladder against a windowpane or sash.
4. Place the ladder so that both side rails have secure footing.
5. Place the ladder's feet on a level solid base, not on moveable objects.
6. Never lean a ladder against unsecured backing, such as loose boxes or barrels.
7. When using a ladder for access to high places, secure the ladder to prevent it from slipping.
8. Extend the ladder 3 feet above the top of a landing.

9. Allow only one person at a time on a ladder.
10. Do not overload a ladder.
11. Use ladders of sufficient length and in proper position so that employees do not have to stretch or reach.
12. Do not use metal ladders around energized electrical circuits or equipment, or in places they may come in contact with electrical circuits.
13. Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after climbing to the desired level.
14. Carry tools on a tool belt, not in the hand
15. Always face a ladder when ascending or descending.
16. Never slide down a ladder.
17. Be sure shoes are not greasy, muddy, or slippery before climbing.
18. Do not climb higher than third rung from the top on a straight ladder or second tread from the top on a stepladder.

C. Storage

1. Store ladders where they will not be exposed to the weather and where there is good ventilation.
2. Do not store them near radiators, stoves, steam pipes, or in other places with excessive heat or dampness.
3. Fiberglass ladders should be protected from direct sunlight or other ultraviolet light sources.
4. Ladders should be stored neatly where they will not fall or cause a tripping hazard.
5. Keep ladder storage space free of obstructions and accessible at all times.

VI. Training Requirements

All [Enter Company Name Here] employees will be trained on the use of ladders upon initial assignment and refresher training on a periodic basis. The training will consist of the information contained within this procedure. Retraining when not upon initial assignment and/or periodic refresher will be conducted when warranted by an accident or other evidence of the employee's lack of understanding or compliance with the program.

VII. Appendices

Appendix A: Ladder Inspection Checklist

Appendix A

Ladder Inspection Checklist

Items To Be Checked

	Needs Repair	Condition O.K.
Portable Ladders		
Broken or loose rungs	<input type="checkbox"/>	<input type="checkbox"/>
Rungs free of excess dirt and grease	<input type="checkbox"/>	<input type="checkbox"/>
Side rails cracked, split, bruised, dry rot and loose nails	<input type="checkbox"/>	<input type="checkbox"/>
Hardware and fittings securely attached	<input type="checkbox"/>	<input type="checkbox"/>
Proper operation of locking device and safety feet	<input type="checkbox"/>	<input type="checkbox"/>
Damaged or worn non-slip base	<input type="checkbox"/>	<input type="checkbox"/>
Underwriter's label and proper markings legible	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Ladders		
Broken, corroded, or loose rungs	<input type="checkbox"/>	<input type="checkbox"/>
Rungs free of excess dirt and grease	<input type="checkbox"/>	<input type="checkbox"/>
Side rails corroded, fractured	<input type="checkbox"/>	<input type="checkbox"/>
Side rails adequately anchored at the base and top connection	<input type="checkbox"/>	<input type="checkbox"/>
All hardware and fittings securely attached	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

Inspector's Signature _____

Date _____