

Safety & Risk Management Policies and Procedures

Title: Ladder Safety Policy

Date: January 2014

Rationale: Ladders present opportunities for fall hazards if they are used improperly or under unsafe conditions.

Goals: To prevent employee accidents/injuries while working on ladders by following safe behaviors and established safe work practices.

Policy & Procedure: The following sections provide instruction regarding selecting the proper type of ladder, inspection and maintenance procedures, and safe ladder work practices.

Department Heads/Supervisors are responsible to:

1. Provide a review of this ladder policy/procedure with all affected employees/students to ensure that all ladder users are trained on this ladder policy/procedure as well as the OSHA “Falling Off Ladders Can Kill” publication (<http://www.southwestern.edu/live/files/5760-osha-ladder-safety-training-guide>) and refreshed on an annual basis (Dept. Head is responsible to track and file sign-in log sheet as proof of training – page 3)
2. Ensure all affected employees/students follow these safe ladder work practices during the course of their duties by periodic observation and refresher instructions.
3. Additional classroom video based ladder safety training is recommended. Contact Director of Campus Safety & Risk Management to schedule a video based training session.
4. Maintain an up to date ladder inventory and ensure a formal annual ladder inspection is conducted and documented on the ladder inspection form (p4). File inspection forms for audit and recordkeeping purposes.

Select the proper ladder for each specific task

- Select proper type and ensure ladder reaches proper working height (rule of thumb – step ladder size plus three feet = recommended working height)
- Avoid using metal (aluminum) ladders for electrical work or near electric panels/lines
- Ensure use of properly rated ladder - your weight plus supplies/materials/tools do not exceed rating
- Ensure rating & warning labels remain clear and legible
 1. Type 1A – 300 lbs – industrial – preferred over 8’
 2. Type 1 – 250 lbs - heavy duty
 3. Type II – 225 lbs – medium duty
 4. Type III – household – do not use or purchase on campus

Inspection & Maintenance

- Inspect each ladder for visible defects before each use (loose/cracks)
- Maintain in good, clean condition (clean off slipping hazards)
- Maintain all moving parts – lubricate shoe joints/extension locks
- Replace safety shoes (non-skid rubber) when worn down or broke
- Pull damaged ladders out of service and tag “Do Not Use”

Use safe ladder practices

- Set up ladder on solid and level base (make base level and solid if necessary)

- Ensure use of non-skid pads or legs
- Make sure spreader is locked open on step ladders, never stand on top two steps.
- Keep belt buckle within the ladder rails (don't lean or reach out)
- Face ladder and use three points of contact
- Use tool belt or hoist materials up ladder (use a pail and rope)

Climb and descend ladders with extra caution

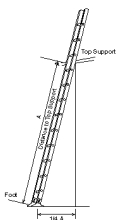
- Tie down or secure in-place extension ladder at top and bottom when feasible and conditions warrant (if there is a slide-out or sideways slide risk)
- Avoid use of ladders in high winds
- Never use the top two steps of any ladder to sit or stand
- Do not use a ladder in front of a door unless door is locked or a guard is posted. Warning cones should be used around ladders in high traffic areas to divert foot traffic.
- Set up procedure for extension ladder:
 1. Lay ladder on ground with base resting against wall and extension side down or have a co-worker "foot" the base of the ladder in position
 2. Start at the top of the ladder, lift end over your head and slowly walk under ladder moving hands rung to rung until ladder is vertical and touching top of wall
 3. Use 4:1 ratio rule pull out the base so base one foot from wall for every four feet height of where the ladder rests on wall and set the flexible ladder shoes correctly, pull the extension rope and make sure the locking mechanism locks in place
 4. Extension up to 36' require a minimum 3' overlap between sections
 5. Reverse the process to take down ladder – remember to move base back to the edge of wall and then carefully walk backwards, rung to rung – use two man process for heavy ladders

Fixed Ladders: Chapel Tower & Baseball Field Light Poles – Use fall protection body harness prior to climbing these ladders.

Ladder Safety Audit:

Department Heads/Supervisors should complete the Ladder Safety Audit (Safety-Reports.com) on an annual basis. Contact Safety & Risk Management Office each January to complete audit.

Safety tips & accessories:



Departmental Ladder Policy & Training Sign-In Log

The following employees/students have read/reviewed the Ladder Safety Policy and the OSHA “Falling Off Ladders Can Kill” publication or have been instructed on each by their Department Head/Supervisor.

Date: _____ Department/Group: _____

Printed Name	Signature

Department Head is responsible to review/train all affected ladder users on this policy/procedure and maintain file of completed sign-in log.



Annual Formal Ladder Inspection Form

Southwestern University

Department: _____ Supervisor: _____

Inspection Date: _____

Department: Keep copy of inspection forms for audit purposes.

Selection	Yes	No
Is ladder rated for intended use?	<input type="checkbox"/>	<input type="checkbox"/>
Does the ladder have non-slip safety feet? Are the safety feet in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder long enough for the job?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder placed as to prevent slipping, or lashed or held in position	<input type="checkbox"/>	<input type="checkbox"/>
Is ladder inspected at regular, frequent intervals?	<input type="checkbox"/>	<input type="checkbox"/>
Is ladder maintained free from oil, grease, or slippery materials?	<input type="checkbox"/>	<input type="checkbox"/>
Are defective ladders withdrawn from service and tagged – "OUT OF SERVICE"?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders used only for intended purpose?	<input type="checkbox"/>	<input type="checkbox"/>
Are non-conductive ladders used around electrical hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Do fixed ladders have safety cages as required by OSHA?	<input type="checkbox"/>	<input type="checkbox"/>
Use		
Before authorized to use, are faculty and staff trained on our ladder policy and safe use?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders inspected (non documented) at regular intervals and prior to each use ?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders set up at the proper angle during use (4 to 1 - extension) and placed only on stable bases?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors locked or guarded prior to placing ladders in front of them?	<input type="checkbox"/>	<input type="checkbox"/>
Are metal ladders used for work on exposed electrical conductors prohibited?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders used to access a walking surface or roof extended at least 3 feet beyond and lashed?	<input type="checkbox"/>	<input type="checkbox"/>
Do authorized ladder users avoid stepping on the top two (2) step ladder rungs, or top four (4) extension ladder rungs?	<input type="checkbox"/>	<input type="checkbox"/>
Step ladders are securely spread open for use and not used in a folded position?	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Do authorized ladder users maintain balance on the ladders by keeping their belt buckle between the side rails and maintain three points of contact with ladder rails?	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Approved (signature and date):

Supervisor _____

Director of Physical Plant _____

AVP for Facilities _____

Vice President for Fiscal Affairs If needed _____

Copy:

All supervisors _____

Related crafts _____

Department Heads _____

VP's _____

President _____