

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, departmental ladder inspection 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 and refreshed on an annual basis. Ensure sign-in log sheet is completed and filed (google drive folder) 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 by Supervisors.
3. Classroom video based ladder safety training is available to all departments. 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). Maintain ladder inventory and annual ladder safety inspection forms (in google drive folder) 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 or aluminum ladders for electrical work or near electric panels/lines as they are conductors of electricity and can cause very serious electrocution/shock injury
- Ensure use of properly rated ladder - your weight plus supplies/materials/tools should not exceed ladder rating
- Ensure rating & warning labels remain clear and legible (add new label or write in indelible ink if label is missing or illegible)
 1. Type 1A – 300 lbs – industrial – preferred over 8’
 2. Type 1 – 250 lbs - heavy duty – heavy maintenance and construction activities
 3. Type II – 225 lbs – medium duty – general use
 4. Type III – 200 lbs - household – do not recommend – limited use

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, etc
- Replace safety shoes (non-skid rubber) when worn down or broke
- Pull damaged ladders out of service and tag “Do Not Use” or dispose of immediately

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

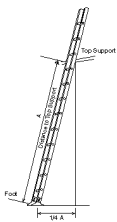
- Tie down or secure in-place extension ladder at top and bottom when feasible and conditions warrant (if there is a slide-out or sideways slide risk)
- Avoid use of ladders in high winds
- Never use the top two steps of any ladder to sit or stand
- Do not use a ladder in front of a door unless door 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 and Chapel Organ, Baseball Field Light Poles, Chiller at Central Plant – Use fall protection body harness and appropriate lanyards prior to climbing these fixed ladders.

Ladder Safety Audit:

Department Heads/Supervisors will participate in the Ladder Safety Audit (Safety-Reports.com) on an annual basis and address any deficiencies identified.

Safety tips & accessories:



Annual Ladder Safety Inspection Form

Department:		Group:	
Inspector:			
Ladder ID #		Date:	

Ladder Type/Size:

Step:		Extension :		Platform:		Specialty:		Size:	
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Ladder Construction:

Fiberglass:		Aluminum:		Wood:		Metal:	
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Ladder Rating:

Type IAA (375lbs)		Type IA (300lbs)		Type I (250lbs)		Type II (225lbs)		Type III(200lbs) – (not recommended)	
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General Inspection Items	OK	Needs Repair	N/A or Comment
Ladder/rungs/steps free from oil, dirt, grease.			
Base and non-skid feet are in good operating condition.			
Side rails are straight and in good condition.			
Steps and/or rungs are tight and in good condition – no cracks or evidence of damage.			
Manufacturer's label is legible			

STEP LADDERS

Inspection Items	OK	Needs Repair	N/A or Comment
Hinges and locking spreader in good condition and functional			

EXTENSION LADDERS

Inspection Items	OK	Needs repair	N/A or Comment
Extension locks in good condition and seat properly while extended			
Pulley and rope are in good condition			

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 _____