

Bulletin: Ladder Safety

Management understands the importance of educating our workers on proper ladder safety. The purpose of this bulletin is to help our workers identify the various hazards associated with ladder usage and to assist workers in minimize the hazards when using the ladder.

This bulletin is not designed to identify every possible hazard associated with ladder usage, instead to identify the most common hazards. If you are exposed to a non-controlled hazard with a ladder, avoid the hazard and notify your supervisor for assistance.

Ladder Selection:

Our workers must understand that the company supplies different types of ladders for different types of jobs. Workers are responsible for selecting the correct ladder for the task at hand.

- * Choose a fiberglass or wooden ladder when working near electrical power lines. Stay 10 feet away.
- * Roof accesses – use the proper height extension ladder. Place at 4 to 1 ratio and tie off the top of ladder.
- * Two people required – use two separate ladders or use a properly rated double stepladder.

Inspection:

- * Inspect the ladder before using each day.
- * Any ladder with a structural defects such as, but not limited to broken or missing rungs, cleats, or steps, broken or split rails or other faulty components shall be immediately removed from service. Defective ladders must be tagged out of service with a tag stating “Do Not Use” and the ladder can not be used until repaired.
- * No worker is allowed too knowingly used a defective ladder.
- * If the ladder is non-repairable, the ladder must be chopped into non-usable sections to reduce our company’s liability.

General Safety Guidelines for Ladders

- * All extension ladders must be tied and/or secured in place to avoid unwanted movement.
- * All access and egress areas around the ladders kept clear.
- * All ladders with broken or missing parts must be immediately removed from service. Tag “Do Not Use”
- * Regularly inspect metal ladders for corrosion.
- * Metal ladders are prohibited from being used within 10 feet of electrical power lines.
- * Ladders are prohibited from being used in horizontal position as a work platform.
- * Ladders must not be exposed to loads greater than their design limits.
- * The correct ladder must be used for the job.
- * The ladder feet must be on a firm level surface.
- * Employee must wear shoes with slip resistant soles.
- * Employee must climb facing the ladder, use a firm grip and maintain three-point contact.
- * Employees are not allowed to over reach when working on a ladder. The employee must move the ladder instead.
- * Employees are prohibited to move the ladder by “walking” or “bouncing” them. Get off the ladder and move it.
- * Ladders shall not be moved, shifted, or extended while occupied.
- * Never paint a wood ladder. Painting may hide defects.
- * Inspect the ladder before using each day.
- * No worker is allowed too knowingly used a defective ladder.
- * Ladders placed in any location where they can be displaced by workplace activity or traffic, such as doorways, passageways, or driveways must be protected from such displacement. Two choices:

1) Secure the ladder to prevent accidental displacement.

And/Or

2) Barricade shall be used to keep the activities or traffic away from the ladder.

Extension Ladders:

- * When these ladders are used for accessing an upper landing or roof the ladder side rail shall extend at least 3 feet above the upper landing or roof surface to which the ladder is used to gain access.
- * When the ladder extension is not possible because of the ladder length, then the ladder shall be secured at it's top to a rigid support that will not deflect, and a grasping device, such as a grabrail shall be provided to assist workers in mounting and dismounting the ladder.
- * In no case shall the extension be such that the ladder deflection under a load would, by itself, cause the ladder to slip off its supports.
- * Always place extension ladders at the proper angle. 4 to 1 ratio. **Example:** Roof accessing, if the roof landing surface is 20 feet high, then the ladder base must be out from the wall 5 feet. For every 4 feet vertical height, then the ladder base must be extended 1 foot horizontally from the base of the landing surface.
- * When a ladder is first placed, the top of the ladder must be secured by the first person up the ladder while someone below stabilizes the ladder.
- * Always secure the ladder at the top. This can be done by clamps, rope, # 9 wiring, or others means that will prevent slippage.
- * Never tie two extension ladders together
- * Make sure all extension rung keepers or locks are secured before climbing the ladder.
- * Never use any ladder in the horizontal position as a work platform.
- * Never carry tools up on the ladder, put tools in a tool belt or lift them up with a rope once on the working surface.
- * Always place ladder feet on a firm foundation never use an extension ladder up side down.

Step Ladders

- * When using step ladders always use in the fully open position with the spreader locked in position.
- * Never use the ladder in the closed position and leaned up against the wall.
- * Never stand above the highest safe working level, which is the second step from the top.
- * Never sit on the top platform to complete the job.
- * Never stand or sit on the pail shelf.
- * Unless designed as a double step ladder, never climb up the back side of the ladder.
- * Never move the ladder when materials are still on the top or on the pail shelf.
- * Never use the ladder while in close proximity of unprotected sides or edges or unprotected wall openings.