11.17.22

LADDERS

WE HAVE CAUTION WHILE CLIMBING.

PURPOSE

All employee-owners along with subcontractors working on company projects will comply with §29 CFR 1926, Construction.

ROLES & RESPONSIBILITIES

Project Supervision

- Provide employee-owners with the appropriate ladders for general site compliance and specific to tasks being completed.
- Ensure that employee-owners who use ladders are trained on the ladder requirements in the Safety Management Program.
- Evaluate tasks for ladder use and potential alternatives to using ladders.
- Audit tasks to ensure ladder use compliance and potential additional needs.

Employee-owners

- Utilize and maintain provided ladders as designed and intended.
- Provide project supervision with feedback on ladder use, potential alternatives, and potential additional needs.

PROCEDURES

General Requirements

- Use a ladder with the correct height for the job.
- Read and follow all labels and markings on ladders. All labels must be legible.
- Do not move or shift ladders while someone is on the ladder.
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Ladders shall be inspected on a regular basis.
- Broken or defective ladders must be tagged and immediately removed from service until repaired.
- All manufactured straight ladders shall have safety shoes with non-slip bottoms and step ladders shall have non-slip feet.
- No ladder shall be built on a job unless the design is specifically reviewed by the Company Safety Manager.
- Due to electrical concerns, aluminum ladders are not allowed at any time.
- Ladders should be set on a firm level base.
- Pay attention when descending a ladder to make sure you do not miss the last rung/step.

Working From Ladders

- Step ladders shall be inspected before each use by the user.
- Straddling or sitting on the top of a step ladder is prohibited.
- Employee-owner's waist/belt buckle must stay within the side rails of the ladder.
- Three-point contact must be used while ascending and descending.
- The top or top step of a step ladder shall not be used as a step unless it has been designed to be so used by the manufacturer.
- Step ladders should be fully opened and locked while in use. Never lean a closed step ladder against a wall to work from.
- No work requiring lifting of heavy materials or substantial exertion shall be done from ladders.
- Work must be performed while facing the ladder, or per the manufacturer's instructions.
- OSHA regulations relating to ladders as well as the manufacturer's instructions shall be followed.
- If an employee-owner needs to access a work area that will put their feet above 6' they will review the work area and specific conditions to determine how they will safely access the work operation. Before the use of a ladder, all other methods of reaching the work area for that operation must be considered. Scissor lifts, rolling bakers scaffolds, portable single-person lifts, or other alternatives to ladders should be considered. If a ladder is to be used the following conditions must be met:
  + If an employee-owner will be working above an adjacent guardrail and/or there is an exposure to a fall to a level lower than the level the ladder's feet are on, as in a deck edge, floor opening, or shaft opening, employee-owners must be tied off to a support that meets OSHA requirements as a secure anchorage point. When installing OSHA-compliant anchorage points all applicable fall protection requirements shall be followed.
  + When working from a ladder the employee-owner must maintain three points of contact. Three points of contact include two feet and one hand or two feet and a belt buckle or midline of the body. Examples of this are:
    » For an extension ladder, both feet are firmly on the same rung and one hand firmly holding the ladder, or both feet are firmly on the same rung and the legs/midline (belt buckle) leaning against the rungs of the ladder. The employee-owner's body must be between the upright rails of the ladder and the shoulders must remain below the top rung. For a step ladder, both feet are firmly on the same step and one hand is firmly holding the ladder, or both feet are firmly on the same step and the legs/midline (belt buckle) leaning against the steps of the ladder. The employee-owner's body must be between the upright rails of the ladder and the midline/belt buckle must remain below the top step.
    » For podium/platform type ladders, the employee-owner's body must be between the upright rails and the midline/belt buckle rule does not apply to the top rail of the ladder.

Using Ladders For Access

- Straight ladders, extensions, or job built, shall be secured at the top. The bottom must be placed on a firm footing. In order to secure the top of the ladder that has no protected access to the top of the ladder, the following procedure must be followed.

☑	The employee-owner, wearing a harness and lanyard, climbs the ladder to the point at which the ladder is to be tied off. Until the ladder is tied off, the ladder must be braced securely by a second employee-owner holding the ladder. Do not tie off to a portable ladder. Once the employee-owner's fall protection is secured the ladder can be tied off. Unless three-point contact can be maintained, tools and equipment needed for the job will be hoisted by rope.
☑	Areas at the top and bottom of ladders should be clear of all tools, cords, material, and debris.
☑	Ladders used to gain access to an elevated platform or another floor shall extend a minimum of three feet above the floor level.
☑	Step ladders cannot be used to gain access to upper or lower working surfaces.
☑	Employee-owner's midline/belt buckle must stay within the side rails of the ladder.
☑	Three-point contact must be used while ascending and descending.
☑	Generally, the proper angle for setting up a straight ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface.
☑	Due to the OSHA-required construction specifications, maintenance, and inspection procedures, stair towers should also be considered as an alternate means of access.

TRAINING

General Training Requirements

- Employee-owners should be trained in ladder safety using the Annual Toolbox Talk entitled Ladders.