Ladder Safety Program

For

<Insert Organization Name>

Adopted
<Insert date policy is adopted>
I. Introduction
The Organization recognizes that employees use ladders on a regular basis for a variety of work tasks. Employees should choose an appropriate ladder for each work task and never use chairs, boxes or other improvised climbing devices. Misuse of ladders can result in serious injuries from falls.

II. Objective
The objective of this Ladder Safety Program is to prevent occupational injuries related to the use of ladders. The program is intended to comply with the OSHA Standards contained in 29 CFR 1910.25-27.

III. Scope
The Ladder Safety Program covers the minimum requirements for the care and use of ladders used by Organization employees. All Organization employees who might be expected to use a ladder during the course of work should be trained on ladder safety. This program covers all types of ladders including step, extension and fixed ladders. Ladder users must be able to recognize and avoid ladder hazards and be aware of safe practices in setting up, storing, moving and working from this equipment.

IV. Roles & Responsibilities
The Ladder Safety Program assigns responsibilities to employees, supervisors and management. Management is responsible for overall coordination and implementation of this program.

A. Management
1. Provide the appropriate type(s) of ladders in each department.
2. Establish ladder inspection guidelines.
3. Ensure that employees are properly trained on ladder safety.
4. Ensure that employee training records are properly maintained.
5. Conduct periodic audits of the ladder safety program.

B. Supervisors
1. Provide specific training for all employees who use ladders.
2. Ensure that ladders are inspected at predetermined intervals.
3. Ensure that ladders are removed from service if found to be defective.
4. Ensure that ladder safety requirements are being followed by the employees.
5. Conduct periodic inspections of the work areas.

C. Employees
1. Attend ladder safety training program.
2. Comply with the requirements of this program.
3. Inspect ladders for defects or possible hazards prior to use.
4. Tagging any defective ladder as out of service and reporting defects to their supervisor.

V. Ladder Selection
Management is responsible for selecting and providing the appropriate type(s) of ladders in each department. Management will verify that all ladders meet OSHA design specifications or ANSI standards.
Employees should be made aware that ladders have different weight capacities. ANSI requires that a duty rating sticker must be placed on the side of a ladder. When selecting a ladder, the employee must verify that the combined weight of the user and material falls within the duty rating. The ladder duty ratings are as follows:

- Type IA (Extra Heavy Duty Industrial): 3 to 20 feet for extra heavy duty; 300 pounds load capacity
- Type I (Industrial): 3 to 20 feet for heavy duty; 250 pounds load capacity
- Type II (Commercial): 3 to 12 feet for medium duty; 225 pounds load capacity
- Type III (Household): 3 to 6 feet for light duty; 200 pounds load capacity

Employees should choose a ladder of the correct length to do the job. A ladder that is too long or too short will force the user to overreach, adversely affecting their balance.

When considering what length of ladder to use for a job, employees must keep in mind that the ladder length and the maximum working length (extension ladders) or highest standing level (stepladders) are not the same.

The highest permitted standing level on a stepladder is two steps down from the top. An employee standing higher may lose their balance and fall. An employee's maximum safe reaching height is approximately 4' higher than the height of the ladder. For example, a typical person can safely reach an 8' ceiling on a 4' ladder.

Extension ladders should be 7 to 10 feet longer than the highest support or contact point, which may be the wall or roof line. This will allow enough length for proper setup, overlap of ladder sections, height restrictions of the highest standing level, and where appropriate, the extension of the ladder above the roof line. The highest standing level is four rungs down from the top.

Do not use a metal ladder for any electrical work or other tasks in the vicinity of energized electrical lines.

VI. Ladder Inspection & Maintenance

Employees should inspect ladders for possible defects or hazards prior to each use. Ladders should be inspected by a supervisor at least semi-annually and after any incident that could affect its safe use. The supervisor performing the inspection should complete the Ladder Inspection Checklist. The checklist is found in Appendix A of this program. The supervisor is responsible for maintaining a record of the inspection checklists.

Inspections should cover the following points:

- Wooden parts shall be free of sharp edges, splinters, cracks or decay. Metal ladders shall be free of slivers or dents that would compromise structural integrity.
- Joints between the steps/rungs and sides must be tight. Rungs should not move when twisted by hand.
- Hardware and fittings shall be securely attached.
- Moveable parts must operate freely (lubricate, if necessary), but without undue play.
- Rope, if present, must be replaced if frayed or badly worn.
- Safety feet shall be in place and unbroken. Metal ladders must have insulating, non-slip foot pads.
- Rungs/steps shall be free of grease, oil or other slippery substances. Remove any buildup of dirt or mud, as well. Rungs on metal ladders must be corrugated, knurled, dimpled or coated with a slip-resistant material.
- No rungs/steps shall be missing or defective.
- Ladders may not be painted or coated with any material that might hide defects. Labels should be placed on only one face of side rails.
- Step ladders must have a metal spreader or locking device of sufficient size and strength to securely hold the ladder in an open position. Any sharp points on the spreader must be covered or removed.

Ladders should be maintained in good condition at all times. Defective ladders shall be removed from service immediately and marked with a tag reading "DANGEROUS – DO NOT USE!" The supervisor should determine whether a defective ladder will be repaired or replaced. Any repairs must comply with OSHA specifications.

VII. General Work Practices With Ladders

A. Safe Ladder Setup
   1. All ladders must be placed on firm ground.
   2. Do not set ladders on boxes, blocks or other objects that might move.
   3. Do not lean or reach out while standing on ladders.
   4. Position the ladder so that the side rails extend at least 3 feet above the landing.
   5. Secure the side rails at the top to a rigid support and use a grab device when 3 foot extension is not possible.
   6. Portable ladders should be used so that the base is a distance from the vertical wall equal to one-fourth the working length of the ladder.
   7. Do not use ladders in high wind or during inclement weather conditions.
   8. Never use metal ladders near exposed electrical wires.
   9. Never set up ladders in front of or around doors, unless the door is posted and blocked, guarded, or locked.

B. Climbing and Standing on Ladders
   1. Use safety shoes or other rubber sole shoes when climbing a ladder.
   2. Make sure shoes are free of mud, grease, or anything slippery.
   3. Always face a ladder when climbing up or down.
   4. Use at least one hand to grasp the ladder when climbing. Maintain at least three points of contact with the ladder (two feet and one hand or two hands and one foot).
   5. Avoid carrying materials or tools when climbing a ladder.
   6. Only one person should be on a ladder at one time.
   7. Climb the ladder first then pull up the materials with a rope.
   8. Rungs and steps should be clear of grease, oil, wet paint, snow and ice before climbing.
   9. Do not climb onto a ladder from the side.
   10. Do not slide down a ladder.
   11. Climb or stand on a ladder with your feet in the center of the rung; do not overreach or lean too far to one side.
   12. Do not move, shift, or extend ladders while in use.

C. Step Ladder Safety
   1. Never use a stepladder over 20 feet in length.
   2. Always open a stepladder completely and make sure the spreader is locked before use.
   3. Do not stand higher than the second step from the top of a step ladder.
   4. Do not straddle a stepladder.

D. Extension Ladder Safety
   1. The sections of an extension ladder should overlap enough to retain the strength of the ladder.
2. Never splice or tie two short ladders together.
3. When using a ladder for access to a landing, it must extend 3 feet above the landing.
4. The top of an extension ladder should rest against a flat, firm surface.
5. Elevate and extend these extension ladders only from the ground.
6. When practical, secure extension ladders at both the base and the top.

E. Extension Ladder Setup
   1. Lay the ladder on the ground when it is collapsed.
   2. Have someone foot the ladder or make sure it is braced against something.
   3. Starting at the top, lift the ladder over your head and walk under the ladder moving your hands rung to rung as you go.
   4. When the ladder is vertical and the top touches the wall, pull the base out so that the distance from the wall is one-fourth the height to the point of support.
   5. If possible, tie the ladder off or have someone steady the ladder as you climb it.

F. Fixed Ladder Safety
   1. Fixed ladders must be secured to the object they are attached to.
   2. Fixed ladders over 20 feet must have a safety cage surrounding the ladder.
   3. The safety cage should have 15" clearance to all points from the center.
   4. Defects in fixed ladders should be repaired as soon as possible.
   5. When a defect is not repairable the ladder must be taken out of service.

VIII. Ladder Storage
   When not in use, ladders should be stored in a designated location out of direct sunlight and not exposed to harmful elements that may cause decay/damage. Never store materials on a ladder. Ladders should be secured when stored to prevent from falling over or tipping which could injure employees in the area. In addition, ladders must be secured when in transit.

IX. Training
   All employees should be trained prior to the use of ladders by their supervisor or department manager. Employees should be trained in the following:
   • The proper use and placement of ladders.
   • The maximum intended load capacities of ladders used.
   • The inspection, safe climbing procedures and storage of ladders.
   • The recognition of possible hazards associated with ladder use, maintenance and safety precautions.

   Employees should be retrained as necessary to maintain their understanding and knowledge on the safe use of ladders.
Ladder Inspection Checklist

Department: ___________________________   Location/Building: ___________________________

Inspected By: ___________________________   Date: ___________________________

Types of Ladders Inspected: ___________________________

<table>
<thead>
<tr>
<th>Check if Yes</th>
<th>Comments</th>
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<tbody>
<tr>
<td>木质梯子没有裂痕、裂缝或腐朽。金属梯子没有裂片或凹痕会削弱？</td>
<td></td>
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<tr>
<td>梯子缺失或损坏不能使他们变得不安全？</td>
<td></td>
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<tr>
<td>表面没有泥、油、油脂或滑腻物料（如果金属梯子，梯子必须通过波纹、棱纹或防滑涂层）？</td>
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<tr>
<td>阶梯和侧栏之间的连接紧实，梯子的缝隙不移动？</td>
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<tr>
<td>硬件和装配安全固定？</td>
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<tr>
<td>可移动部件自由操作没有卡阻或异常间隙？</td>
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<tr>
<td>安全脚和其他辅助设备在良好状况？</td>
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<tr>
<td>梯子被漆或涂层有材料遮挡缺陷？</td>
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<tr>
<td>侧面栏有适当标签？</td>
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<tr>
<td>绳，如果存在，良好状况（不磨损）？</td>
<td></td>
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<tr>
<td>梯子踏板在良好状况？</td>
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<tr>
<td>延伸锁在延伸梯子有缺陷？</td>
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<tr>
<td>固定梯子在良好状况和没有金属零件的退化？</td>
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<tr>
<td>如果确定为有缺陷；是否把警告标签附在梯子上并且从服务中移出？</td>
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Additional Comments: ___________________________

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Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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