**LADDER SAFETY POLICY**

**Management Statement**

It is the policy of this companyto safely conduct all operations in order to prevent injury to persons and damage to property. All practical steps will be taken to maintain a safe and healthful workplace. To this end, we have developed the Ladder Safety Policy to put forth regulations regarding ladder safety procedures and training. Any employee who may be required to utilize ladders during the course of employment must be trained and fully understand this document and all of its contents.

This operating procedure covers all types of ladders including:

* Fixed Ladders
* Extension Ladders
* Step Ladders

**All ladder users should fully understand and be able to demonstrate competency in the following areas:**

* Recognizing ladder safety hazards
* Selecting the correct ladder for the job
* Identifying damaged equipment
* Steps to take when damages are found
* Proper storage of ladders
* Proper set up of step and extension ladders
* Moving ladders
* Working safely from ladders

**Responsibilities**

**Management/Supervision**

* Ensure all affected employees receive training at hire and annually throughout the course of employment.
* Maintain documentation from all ladder safety training and related activities.
* Ensure that ladders are free from damage and in good working condition.
* Ensure that all damaged ladders are immediately tagged inoperable and taken out of service.
* Provide additional training and coaching to employees who demonstrate unsafe behaviors or a lack of competency in any area of this policy.
* Oversee the implementation and enforcement of the guidelines set forth by this policy.

**Employees**

* Attend all required training activities.
* Perform visual inspections of all ladders before each use.
* Report any damaged ladders to your Supervisor immediately.
* Follow all guidelines set forth as part of the ladder safety policy.

**Ladder Definitions**

Step Ladder- A portable ladder which has a hinged supporting frame and usually topped with a small platform (not for standing). Step ladders can be used in free standing applications where no supporting structure is available to rest the ladder. Step ladders are available in aluminum, fiberglass and wood.

Extension Ladder- A portable ladder which usually consists of 2 single section ladders that are attached on a sliding mechanism to allow deployment to a greater length. Standard extension ladders are available in aluminum, fiberglass and wood.

Fixed Ladder- A ladder that is rigidly attached to a building or other object to allow access to an elevated surface. Fixed ladders are usually single section ladders and may have safety cages when extending to lengths greater than 20 feet.

**Ladder Selection**

When the job requires that work be done from a ladder, it’s very important that the correct ladder be chosen. Several things must be considered. Using the wrong style of ladder or simply ignoring the limitations of climbing equipment can result in a serious injury or even death. When selecting a ladder, consider the following:

1. **Ladder Height**
   * Always choose ladder that is tall enough or extends out far enough to offer safe usage.
   * Extension ladders should extend at least three feet above the leading edge of the surface you are accessing. This allows safe removal of a person from the ladder.
   * Ladders should be tall enough to offer a safe angle of one foot away from the base of the wall for every four feet up. A 20 foot wall would require the ladder be five feet from the base.
   * Never climb past the third rung from the top on a step ladder.
2. **Weight Capacity**
   * Always know the weight capacity of the ladder in use by referring to affixed labels.
   * Take into consideration the weight of any tools, equipment and materials carried up the ladder.
   * Ladders must be able to support four times the intended load.
   * Never exceed the weight limit of a ladder.
3. **Environment**

* Always understand the working environment.
* Never use aluminum ladders near electrical hazards.
* Use ladders with non-skid rungs if water, oil, grease or mud is present.
* If non-level or soft ground conditions exist, select a ladder with the proper footing such as cleats.

**Policy Guidelines**

**Training Requirements**

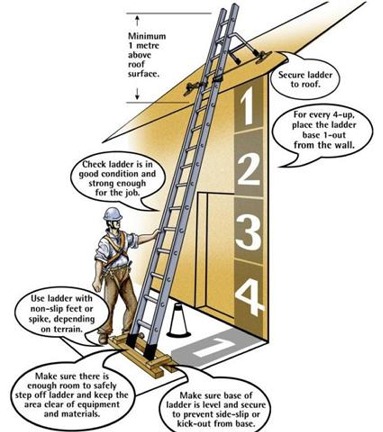
* All affected employees must receive ladder safety training at the time of hire before work from ladders will be permitted.
* Additional training will be provided on an annual basis or in the event it is deemed necessary by supervision.
* All training will be documented and maintained for a period of at least five years.

**Ladder Inspections**

* Ladder users must conduct a visual ladder inspection prior to using any ladder.
* If any visible defects such as cracks, bends or loose parts are noted, the ladder must be tagged inoperable and taken out of service immediately.
* A documented ladder inspection should be done on a monthly basis.

**Ladder Usage**

* Be sure step ladders are fully open and locked before climbing them.
* Place ladder on a flat, secure surface.
* Place ladder on a hard surface as it will sink into a soft surface.
* Place ladder on non-movable base.
* Lean ladder against a secure surface, not boxes or barrels.
* Do not place ladder in front of a door.
* Position base of ladder one foot away from the base of the wall for every four feet in height (1:4
* ratio). (see diagram on pg. 3)
* Ladder rails should extend at least three feet above top landing.
* Check shoes to ensure they are free of grease or mud.
* Mount the ladder from the center, not from the side.
* Face ladder when ascending or descending.
* Always maintain three points of contact.
* Carry tools in pockets, in a bag attached to a belt, or raised and lowered by rope.
* Don’t climb higher than the third rung from the top.
* Work facing the ladder.
* Do not overreach and always keep your belt buckle between the ladder rails.
* When using a ladder for high places, securely lash or fasten the ladder to prevent slipping.
* Avoid outdoor ladder use on windy days.
* Avoid aluminum ladders if work must be done around electrical wires or power lines.
* Never climb above the third rung from the top when using a step ladder
* Do not move or shift a ladder while a person or equipment is on the ladder.
* Never attempt to use a step ladder improperly by leaning it against a wall or other surface.



I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that on this \_\_\_\_\_day of \_\_\_\_\_ 20\_\_\_, I have read, fully understand and agree to comply with all requirements set forth by the **TYPE COMPANY NAME** safety policy. I understand that my failure to comply with this policy may result in disciplinary action, including termination of employment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­

Name Witness

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Sources

* OSHA.GOV Ladder Safety Checklist

KEMI does not assume liability for the content of information contained herein. Safety and health remain your responsibility. This information is to be used for informational purposes only and not intended to be exhaustive or a substitute for proper training, supervision or manufacturers’ instructions/recommendations. KEMI, by publication of this information, does not assume liability for damage or injury arising from reliance upon it. Compliance with this information is not a guarantee or warranty that you will be in conformity with any laws or regulations nor does it ensure the absolute safety of any person, place or object, including, but not limited to, you, your occupation, employees, customers or place of business.