

# Written Ladder Safety Plan

## Section 1: Objective

Ladders are an essential part of production and maintenance. This plan has been developed to establish guidelines for safe and proper use of ladders in accordance with OSHA regulations found in 29 CFR 1910.23. Unless otherwise instructed by your supervisor, this is the Ladder Safety Plan you must follow.

## Section 2: Assignment of Responsibility

### The Plan Administrator

- The Plan Administrator will monitor all activities related to this program.
- The Plan Administrator is responsible to identify suppliers of ladders from which this company will make purchases.
- The Plan Administrator is responsible to periodically inspect ladders to ensure safety requirements are being met.
- The Plan Administrator is responsible to review this program annually and make changes as needed.
- The Plan Administrator is responsible to ensure all employee training applicable to this program is completed.

### Supervisors

- Supervisors are responsible to implement this program in their departments.
- Supervisors are responsible to monitor employee activities as related to this program and correct actions that are unsafe or in violation of this program.
- Supervisors are responsible to replace defective ladders that have been removed from service and not allow defective tools to be used.

### Employees

- Employees are responsible to inspect ladders before each use.
- Employees are responsible to remove defective ladders from service and turn them in to their supervisors

## **Section 3 – Required Training**

All Plan Administrators, Supervisors, and Employees must complete an approved training program on ladder safety before using any ladder. The training program must include a test at the end to ensure participants gained the required knowledge to safely use the various types of ladders.

## **Section 4 – General Policies and Procedures**

- At no time will an employee ascend or descend a ladder unless both hands are available to grasp the ladder.
- Employees will not be permitted to carry objects on ladders in their hands.
- Employees will ascend or descend ladders facing the ladder. At no time will employees ascend or descend a ladder with their back to the ladder.
- At no time when on a ladder will the load capacity be exceeded. Employees using ladders must read the warning labels to learn the load capacities, and they must consider their body weight plus the weight of any equipment they have with them on the ladder.
- When employees perform work from a ladder that prevents them from maintaining three points of contact and are positioned higher than 4 feet from the walking or working surface, the employees will wear appropriate fall arrest equipment, making certain the object to which they are connected will support them should they fall from the ladder.
- The employee will need to verify the fall arrest lanyard is short enough to stop their fall before striking the walking or working surface.
- When working from a ladder, employees will not reach beyond a simple, unassisted extension of arm's length. They will not lean to extend their reach. They will not reposition their body to extend their reach.
- When roof access is necessary using a ladder during cold months, the employee will ensure no ice is present on the roof before stepping from the ladder onto the roof.

## **Section 5 – Inspections**

- Ladders will be inspected before each use by the employees using them. The inspection will consist of a visual inspection of:

### **Straight ladders**

- Rungs/steps, rungs/steps connections to side rails, side rails, braces, feet, and warning labels present and legible

### **Extension ladders**

- Rungs/steps, rungs/steps connections to side rails, side rails, braces, extension locks, ladder stops, rope, feet, and warning labels present and legible.

## Step ladders

- Rungs/steps, rungs/steps connections to side rails, joints, side rails, braces, spreaders and spreader locks, feet, and warning labels present and legible
- If any of these components are found to be defective or damaged in any way, missing or inoperable, the ladder will not be used, and these defects or damage will be reported to a supervisor.
- If defects are found, the ladder will be removed from service by the supervisor. The ladder will be cut into pieces in a safe manner by a maintenance employee and disposed of.
- At no time will defective ladders be kept on the premises for any reason.

## Section 6 – Portable Ladder Use

- Portable ladders include those ladders that are not built into or attached permanently to the building. These include straight, extension and step ladders built of metal or fiberglass construction.
- Portable ladders used on the premises will be constructed of metal or fiberglass.
- Placement of portable ladders will be in accordance with the following:

### Straight and Extension Ladders

- Place against the wall or secure object at an angle of the base of the ladder 1 foot away from the wall or secure object for every 4 feet in elevation.
- The employee can also stand with their toes touching the base/feet and extend their arms straight and toward the ladder. When they can touch the ladder rails with their fingertips, they have achieved a good ratio.
- Placed so the ladder extends at least three feet above the wall or secure object on which the ladder is placed.
- Straight and extension ladders will be tied off or secured at the top when the ladder is to be in place for an extended period.
- Extension ladders will be tied off at the top and at the base when the ladder is more than halfway extended and is to be in place for an extended period.

### Step Ladders

- Step ladders will be completely opened, and spreaders will be locked.
- Employees will not stand at any time above the top two rungs. If the work requires the employee to climb higher, the employee will use a taller ladder.
- Step ladders will not be used as straight ladders.
- Step ladders will only be climbed on the side with the rungs. The back sides of step ladders will not be climbed.