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## Ladder Safety Policy

### **Purpose**

The Ladder Safety Policy is intended to provide workers with safe guidelines for the use of portable ladders, while complying with applicable regulatory compliance standards.

### **POLICY**

Under no circumstances are portable ladders to be used unless conditions are considered safe, secure and in compliance with company procedures and safe work practices.

### **PROCEDURES**

The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction is prohibited. All rungs, cleats, and steps will be parallel, level and uniformly spaced when the ladder is being used. All ladders will be inspected prior to use by a competent person. When ladders with such defects are discovered, they must be immediately removed from service and tagged as such. Inspections will be documented and kept on file along with any service or maintenance records.

Employees will face the ladder and will not carry material or tools in their hands while ascending or descending.

Ladders will not be loaded beyond the maximum intended load for which they were built or beyond the manufacturer's rated capacity.


All ladders shall be placed on secure footing, and the area around the top and bottom will be kept clear of work materials, tools, and debris.

Planks will not be used on the top step of stepladders.

Portable ladders will be placed and used at a pitch that places the horizontal distance, from the top support to the foot of the ladder, at about one-quarter of the working length of the ladder. Ladders will not be used in a horizontal position as a platform, runway, or scaffold.

Ladders shall not be placed in front of doors, unless the door is blocked open, and/or a barricade or guard is provided.

Ladders shall not be placed on scaffold, boxes, boards, barrels, or other unstable bases.

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Ladders shall not be spliced together.

Employees will not stand on the top cap or the step below the top cap of a stepladder.

Any ladder splashed with caustic or acid shall not be used until thoroughly cleaned and inspected for possible corrosive damage.

There shall be ample clearance and clear access at the top and bottom of portable ladders.

Portable rung ladders shall only be used with metal supports on the underside.

No ladder shall be used to gain access to a roof unless it extends at least 3 feet above the point of highest support with the building. Side rails must extend not less than 36" above any landing. When this is not practical, grab rails will be provided to facilitate employee movement to and from the point of access.

Portable metal ladders will not be used for electrical work or where they may contact electrical conductors.

All ladders shall be equipped with non-slip bases when a hazard of slipping exists.

All ladders will be tied off on top, blocked or otherwise secured to prevent movement before work is performed on them.

All ladders must have a minimum width of 12 inches. All ladders must have a distance of 12" between rungs.

The company prefers not to use or issue chain ladders, however if a client provides or mandates chain ladder usage, a thorough pre-use inspection of the ladder(s) must be performed. When there is a need for this type of ladder, wire rope ladders are preferred.


Stepladders shall not exceed 20 feet in length.

Extension ladders shall be equipped with positive stops.

Ladders shall be maintained in good condition.

Only one employee is to work on or climb a ladder at the same time.

All work done from a ladder shall be within an individual's normal reach and with no overextending allowed.

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All work done from a ladder that exposes a worker to a fall potential of 6 feet or more requires the worker to wear a harness and be tied off per the Fall Protection Policy. Employees are not permitted to stand or work off the top three rungs or cleats of a ladder unless there are members of the structure that provide a firm handhold, or the employee is protected by personal fall protection.