



# Ladder Safety

This sample program is intended as a resource for helping employers with developing a program that meets the general requirements in Subpart D of the OSHA Standards. This program is not intended to supersede the requirements of the standards. Each employer will need to adapt this program to more appropriately fit their operations for their program to be complete. Each employer should reference this and the remaining OSHA Standards contained in Subpart D for additional information.

## **Safety Program Guide for FFVA Mutual Policyholders**

A successful safety program helps company leadership minimize workers' compensation costs and increase profitability.

This Sample Written Program has been developed to assist FFVA Mutual policyholders in:

- Maintaining employee safety and controlling losses in the workplace
- Guiding senior management in establishing safety standards
- Developing an employer integrated safety program

Please customize this accident prevention program according to your workplace. Your written accident prevention program can only be effective if it is put into practice.

Your account's dedicated safety professional is available to assist in the review and implementation of your safety program, offer technical guidance, provide training to meet compliance issues, and assist in locating relevant reference materials.

If you have questions or would like assistance implementing your organization's safety program, contact 800-346-4825 or visit [ffvamutual.com/safety](https://ffvamutual.com/safety) for more information.

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## Section 1 – Objective

Ladders are an essential part of production and maintenance within this facility. This program has been developed to establish guidelines for safe and proper use of ladders.

## Section 2 – Assignment of Responsibility

### Management

- Management is responsible to obtain ladders that are properly designed for the intended use.

### The Program Administrator

- The Program Administrator will monitor all activities related to this program.
- The Program Administrator is responsible to identify suppliers of ladders from which this company will make purchases.
- The Program Administrator is responsible to periodically inspect ladders to ensure safety requirements are being met.
- The Program Administrator is responsible to review this program annually and make changes as needed.
- The Program 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 – 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 take into account 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 4 – 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 5 – Portable Ladders

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. Portable ladders with jointed side rails will not be permitted on the premises.

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 half way 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 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.



## Section 6 – Portable Fiberglass Ladders

Employees performing electrical work of any kind, or maintenance work near live or disconnected electrical, will use only portable ladders constructed of fiberglass. Metal ladders will not be used.

## Section 7 – Portable Wooden Ladders

Portable wooden ladders are very susceptible to ageing and becoming unstable and unsafe for use. Because of this, portable wooden ladders will not be used on these premises at any time.

## Section 8 – Fixed Ladders

Fixed ladders are those ladders permanently attached to the building. Fixed ladders on these premises will be designed, constructed and installed by an outside, qualified contractor.

Fixed ladders will be designed, constructed, and installed so as to meet the requirements of [OSHA 1910.27](#).

Fixed ladders are often thought of as not requiring inspections. Fixed ladders, especially those located outdoors, are exposed to environmental conditions that cause wear and deterioration. Fixed ladders will be visually inspected before and during the initial climb by employees.

If during the climb a defect or damage is found, the employee will stop the climb, descend the ladder, and report the defect or damage to his supervisor. The defective or damaged, fixed ladder will be blocked off to prevent access until a qualified contractor completes the needed repair.

## Section 9 – Site-Built Ladders

Site-built ladders are those ladders that are built on-site by employees. They can be of metal or wood construction. Site-built ladders will not be used at any time.