

Organization Name

Ladder Safety Program

Purpose

At Organization Name, we value the safety of our employees. This written “Ladder Safety Program” describes methods and practices for care and use of ladders that can be read and understood by all managers, supervisors, and employees. This written plan is intended to be used to:

- Create an awareness of the potential hazards of using ladders.
- Standardize procedures for use and care of ladders.
- Provide a consistent format for training employees on the proper procedures to be used.
- Minimize the possibility of injury or harm to our employees.
- Demonstrate Organization Name’s compliance with ladder requirements in Subpart D of 29 CFR 1910.

These procedures establish guidelines to be followed whenever an employee works with ladders or stairways at our company.

Administrative Duties

Job Title, Safety Professional Name, and *Job Title*, Safety Professional Name, hold the following responsibilities towards this “Ladder Safety Program:”

- Developing and maintaining this program.
- Making necessary decisions to ensure the success of this plan.
- Overseeing this “Ladder Safety Program.”

A copy of this written “Ladder Safety Program” can be obtained at the following location or by contacting the responsible employee.

Table1. Program Location

| Facility | Program Location | Person in Charge of Keeping Program |
|-----------------|-------------------------|--------------------------------------------|
| Facility | Location | Safety Professional Name |
| Facility | Location | Safety Professional Name |
| Facility | Location | Safety Professional Name |

If, after reading this plan, you find that improvements can be made, please contact the *Job Title, Job Title, or Job Title*. We encourage all suggestions because we are committed to creating a safe workplace for all our employees. Safe and effective ladder safety is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

Portable Ladders

All portable ladders provided by Organization Name for use by employees are constructed according to OSHA specifications to ensure safety under normal conditions of usage.

The following department(s) in our facility use portable ladders:

- *Department/Location*
- *Department/Location*
- *Department/Location*
- *Department/Location*

For portable wood ladders, all wood parts are:

- Free from sharp edges and splinters.
- Of sound condition, and free from shake, wane, compression failures, cracks, decay, or other irregularities.

Portable metal ladders chosen for use by Organization Name are:

- Designed without structural defects or accident hazards, such as sharp edges, burrs, etc.
- Of sufficient strength to withstand required use.
- Protected against corrosion (unless inherently corrosion-resistant).

Portable Ladder Work Practices

The following work practices must be followed when using portable ladders.

- When ascending or descending, the climber must face the ladder.
- Portable ladders are designed as a one-person working ladder based on a 200-pound load, and will be used accordingly.
- Portable rung and cleat ladders will be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-fourth the working length of the ladder (the length along the ladder between the foot and the top support). *[Insert image here.]*
- The ladder will be so placed as to prevent slipping. If this is not possible, the ladder will be lashed or held in position. The ladder base-section must be placed with a secure footing, such as a 2x6. *[Insert image here.]*
- Employees will equip all portable rung ladders with nonslip bases when there is a hazard of slipping. However, nonslip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used on oily, metal, concrete, or slippery surfaces. These nonslip bases can be obtained from the company *Job Title*.
- The top of the ladder must be placed with the two rails supported, unless equipped with a single support attachment. *[Insert image here.]*
- On two-section extension ladders, the minimum overlap for the two sections in use will be according to OSHA specifications.
- The bracing on the back legs of step ladders is designed solely for increasing stability and is not for climbing.

Ladders will not be:

- Used in a horizontal position as platforms, runways, or scaffolds.
- Placed in front of doors that open toward the ladder, unless the door is blocked open, locked, or guarded.
- Placed on boxes, barrels, or other unstable bases to obtain additional height.
- Tied or fastened together to provide longer sections. The ladder must be equipped with the hardware fittings necessary and endorsed for extended uses by the manufacturer.
- Used to gain access to a roof, unless the top of the ladder extends at least three feet above the point of support, at eave, gutter, or roofline.
- Used as a brace, skid, guy pole, gangway, or for other uses than that for which they were intended, unless specifically recommended for that use by the manufacturer.
- Ladders will not be used by more than one person at a time. In cases where this is not sufficient, specially-designed ladders with larger dimensions of the parts should be procured by contacting the *Name of Dpt* Department.

- Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment must not be used. Employees finding ladders with any of these conditions must report them to their *Job Title* or *Job Title*.
- Improvised repairs may not be made.
- Ladders made by fastening cleats across a single rail will not be used.
- Tops of ordinary types of stepladders will not be used as steps.

Inspections and Maintenance

Ladder safety begins with providing our employees safe and fully operational equipment. To ensure ladders are in working order, we use the following guidelines.

- Ladders are inspected during clean-outs and general maintenance operations by *Job Title* and *Job Title* to ensure safety and serviceability.
- Ladders are maintained in good usable condition at all times.
- The joint between the steps and side-rails is kept tight, all hardware and fittings are securely attached, and movable parts operate freely, without binding or undue play.
- Metal bearings of locks, wheels, pulleys, etc. are frequently lubricated.
- Frayed or badly worn rope is replaced.
- Safety feet and other auxiliary equipment are kept in good condition to insure proper performance.
- Ladders which have developed defects are withdrawn from service for repair or destruction, and tagged or marked as “*Dangerous, Do Not Use.*”
- If ladders tip over, the *Job Title* at each location will:

- Inspect the ladder for side rail dents or bends and excessively dented rungs.
 - Check all rung-to-side-rail connections.
 - Check hardware connections.
 - Check rivets for shear.
- If ladders are exposed to oil and grease, equipment will be cleaned and kept free of oil, grease, or slippery materials.

The following table lists the employees responsible for repairing ladders at Organization Name.

Table 2. Employees Certified to Repair Ladders

| Location Name | Employee Name | Employee Contact Number |
|-----------------|---------------------------------|-------------------------|
| <i>Location</i> | <i>Safety Professional Name</i> | <i>Phone Number</i> |
| <i>Location</i> | <i>Safety Professional Name</i> | <i>Phone Number</i> |
| <i>Location</i> | <i>Safety Professional Name</i> | <i>Phone Number</i> |

Fixed Ladders

Fixed ladders may be found in our facilities. To ensure fixed-ladder safety, we use the following guidelines.

- All fixed ladders are maintained in a safe condition.
- Fixed ladders are inspected by the *Job Title*, the maintenance crew, or the individual that is using the ladder every time it is used.
- Fixed ladders are provided according to OSHA specifications for design, clearance, and pitch.

The following departments in our facility have fixed ladders:

| Ladder Location | Ladder Use |
|-----------------|------------|
| <i>Location</i> | <i>Use</i> |
| <i>Location</i> | <i>Use</i> |
| <i>Location</i> | <i>Use</i> |

Training

For all employees who work on ladders, training is provided annually through our Vivid online “Corporate Safety Training Program.”

The *Job Title* and *Job Title* are responsible for providing the training.

Elements included in the training program include safe work practices and other requirements of this written plan, and include review of this program at the end of the online course.

Disciplinary Procedures

Constant awareness of ladder-safety procedures, and compliance with all safety rules, are considered conditions of employment. Supervisors reserve the right to issue disciplinary action to employees (up to and including termination) for failure to follow the guidelines of this "Ladder Safety Program." Safety violation disciplinary procedures are outlined in the Organization Name *Employee Handbook*.

Program Evaluation

Although it is not possible to eliminate all hazards associated with using ladders, we try to remove as many problems as possible to provide a safe environment for our employees. By having the Job Title, Safety Professional Name, thoroughly evaluate and, as necessary, revise our "Hazard Communication Program," we can eliminate problems effectively.

At Organization Name, program evaluations, performed annually by the *Job Title*, involve the following:

- Conducting evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and continue to be effective.
- Regularly consulting management and employees working with ladders to identify issues. Any problems that are identified during this assessment must be corrected.

Next Annual Review Date

| Title | Name | Date |
|----------------------------------|--------------------------|------|
| Ex: Originator | Safety Professional Name | Date |
| Ex: Mfg. Rep. | Safety Professional Name | Date |
| Ex: QC Rep. | Safety Professional Name | Date |
| Ex: Logistics Rep. | Safety Professional Name | Date |
| Ex: Maint./Eng. Rep. | Safety Professional Name | Date |
| Ex: QA Rep. | Safety Professional Name | Date |
| Ex: Health and Safety Specialist | Safety Professional Name | Date |