

<b>Ladders</b>	S.O.P. 3E		Page 1 of 3
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STANDARD OPERATING PROCEDURE			

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### **I. SCOPE AND PURPOSE**

- A. To define a Standard Operating Procedure for the selection, use and inspection of ladders.
- B. The policy of this company is to provide a healthy work place of employment. All purchase, use of and inspections of ladders will be performed using the guidelines of this S.O.P.

### **II. RELATED PROCEDURES AND RESOURCES**

- A. S.O.P. 4O, Fall Hazard Management
- B. Appendix Form 2C.2a, Quarterly Inspections Color Code Chart
- C. Appendix Form 3E.1a, Ladder Inspection
- D. Ladder Safety Field Training Module
- E. Fall Protection Field Training Module

### **III. PERSONNEL RESPONSIBILITY**

- A. Supervisor
  - 1. It will be the responsibility of the site supervisor to ensure that all ladders and the use of ladders on the jobsite conform to this S.O.P.
  - 2. It will be the responsibility of the supervisor to ensure that all employees on the jobsite have been instructed in the proper use of ladders on the jobsite.
- B. Employees
  - 1. It will be the responsibility of the employee to adhere to and follow all procedures set forth in this policy.

### **IV. GENERAL REQUIREMENTS**

- A. Purchase and use approved ladders only.
- B. All ladders require non-skid insulated feet.
- C. All ladders are to be tied or secured when in use. At least 1/2" rope, six (6) feet in length should be attached to the top of each ladder for this purpose.
  - 1. If ladder cannot be tied off, then an employee must be assigned to be a "ladder watch."
  - 2. "Ladder Watch" will hold secure the base of the ladder at all times
  - 3. This is the only task the "ladder watch" may do while another employee performs a task from the same ladder.
- D. Extension and straight ladders will extend a minimum of thirty-six (36) inches above the landing of elevation of access.
- E. Metal ladders are prohibited on all jobsites.
- F. All ladders will be placed on a substantial base and the area around the top and bottom of the ladder will be kept clear.
- G. Ladders will not be used in the horizontal position, nor used as platforms, walkways, or scaffolds.
- H. The proper angle of extension for straight ladders is to set the base at a distance from the vertical, equal to one foot for every working length of the ladder, i.e., if the working length is 12 feet then the distance from vertical should be 3 feet.
- I. Ladders are not to be placed in passageways, doorways, or any location where they may be displaced by activities around them, unless protected by barricades or guards.
- J. The use of ladders with broken or missing rungs, broken or split side rails, loose hardware, or any faulty or defective section is prohibited.
- K. Step ladder
  - 1. Will be used only in the fully unfolded position, with all hardware securely locked in place
  - 2. No person will climb the backside of a stepladder, unless it is designed with steps for that purpose
  - 3. The top two steps of a stepladder will not be used as a step
  - 4. Any stepladder in excess of 6' will be either tied off or held by another employee for support while in use.
- L. Ladders must not be tied or fastened together to create longer sections, unless specifically designed for such use
- M. Wood ladders must not be coated with any opaque covering, except for identification or warning labels which may be placed only on one face of a side rail.
- N. Ladders must be maintained free of oil, grease and other slipping hazards
- O. All ladders are to be inspected and color-coded on the following schedule
  - 1. Upon Purchase
  - 2. Before Leaving Warehouse
  - 3. Arrival on Jobsite
  - 4. Quarterly
  - 5. Before Each Use

- P. Inspections will be performed on prior to each use and will include rungs, side rails, loose hardware, and non-skid insulated feet, locking mechanisms on extension and stepladders, as well as the overall condition of the ladder.
- Q. Once a quarter all ladders will be formally inspected using appendix form 3e.1a, ladder Inspection. Original forms will be turned into the tool room for record keeping and a copy will be kept on the jobsite.
- R. After passing inspection the ladder shall be color-coded as per Appendix Form 2C.2a, as follows:

QUARTER	COLOR CODE
Jan/Feb/Mar	White
Apr/May/June	Green
July/Aug/Sept	Red
Oct/Nov/Dec	Orange

- S. Fall Hazard Management, S.O.P. 3O, applies to all work performed at or above 6 feet.

## **V. TRAINING REQUIREMENTS**

- A. The company will provide a training program for each employee using ladders and stairways. The program shall enable each employee to recognize hazards related to ladders and stairways and to use proper procedures to minimize these hazards. We will ensure that a competent person in the following areas trains each employee:
  1. The nature of fall hazards in the work area.
  2. The correct procedures for erecting, maintaining, and disassembling the fall protection systems.
  3. The proper construction, use, placement, and handling of all stairways and ladders.
  4. The maximum intended load-carrying capacity of ladders used.
- B. In addition, retraining must be provided for each employee as necessary, so that the employee maintains the understanding and knowledge acquired through compliance with the standard.
- C. For further Ladder details, refer to Attachment I (OSHA Standard 1926.1050 through 1926.1060 and 1926 Subpart X App A).