



LP 4.13

Effective:
9/10/2024

Revised:

Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and
Administration

Affected Parties:
Employees

Table of Contents:

- 1 Purpose
- 2 Scope
- 3 Responsibilities
- 4 Definitions
- 5 Inspections
- 6 Ladder Storage
- 7 Ladder
Inventory and
Identification
- 8 Ladder Safe
Usage
- 9 Training and
Recordkeeping
- 10 Policy Revision
History

Appendix A: Ladder
Pre-use Inspection

Appendix B: Ladder
Inventory Form

Ladder Safety (LP4.13)

REFERENCES: OSHA 29 CFR 1910.23

1 Purpose

1.1 Safety and Regulatory Compliance Officer

The safety and regulatory compliance officer has the overall responsibility for maintaining and implementing the ladder safety program, including:

1.1.1 Ensuring that annual training is conducted for ladder safety.

1.1.2 Ensuring that training records are maintained.

1.1.3 Confirming compliance with state and local regulations.

1.2 This policy describes a program at Lander University that has been established to ensure a safe and healthy working environment and to act as a performance standard for all employees.

2 Scope

2.1 This program addresses the safe handling and use of ladders on the Lander University campus.

2.2 This program applies to faculty, staff, and students.

3 Responsibilities

3.1 Managers

Managers are responsible for:

3.1.1 Ensuring that the program is implemented in their areas.

- 3.1.2 Ensuring that employees who use ladders are trained on ladder safety, that the training is documented, and that the documentation is submitted to the safety and regulatory compliance officer.
- 3.1.3 Coordinating, assisting, and conducting workplace audits and assessments to determine that this policy is being implemented.
- 3.1.4 Maintaining inspection and maintenance records.
- 3.1.5 Ensuring that all inspections are completed as described in Section 5 of this policy.
- 3.1.6 Ensuring that all ladders with deficiencies are out of service until they have been repaired or disposed of.

3.2 Employees

Employees must:

- 3.2.1 Attend all required trainings.
- 3.2.2 Implement all ladder safety procedures learned in training.
- 3.2.3 Perform pre-use inspections of ladders as required in Section 5 of this policy.
- 3.2.4 Take ladders out of service (labeled with a red “do not use” tag) when deficiencies are found during pre-use inspections.
- 3.2.5 Report all identified problems to their supervisor.

4 Definitions

- 4.1 **Cage (per this policy):** A guard that is fastened to the side rails of the fixed ladder, or to the structure, to encircle the climbing space of the ladder for the safety of the person who is climbing the ladder.
- 4.2 **Extension ladder:** A non-self-supporting portable ladder which is adjustable in length.
- 4.3 **Fixed ladder:** A ladder permanently attached to a structure, building, or equipment.
- 4.4 **Ladder:** An appliance consisting of two side rails joined at regular intervals by crosspieces on which a person may step to ascend or descend.

- 4.5 **Single ladder:** A non-self-supporting portable ladder, non-adjustable in length, consisting of one section and whose size is designed by overall length of the side rail.
- 4.6 **Stepladder:** A self-supporting portable ladder, non-adjustable in length, having flat steps and a hinged back.

5 Inspections

- 5.1 A thorough inspection of a ladder must be made when the ladder is initially purchased.
- 5.2 All ladders must undergo both visual and performance-based inspections at the following frequencies:
 - 5.2.1 Prior to each day's use, by the user (frequent inspection).
 - 5.2.2 Monthly, by a competent person (periodic inspection).
 - 5.2.3 After any incident involving the ladder, by a competent person.
 - 5.2.4 Upon request by an employee/user, by a competent person.
- 5.3 The climbing and gripping surfaces of a ladder must be kept clean and free of oil, grease, or other slippery materials.
- 5.4 Working parts, bolts, rivets, rungs, anti-slip feet (safety shoes) and all other parts of the ladder shall be checked during the inspection.
- 5.5 All fittings shall be in place, tight, not loose, not corroded, and not damaged.
- 5.6 All manufacturer's labeling, including weight capacity labels, shall be legible and in good condition.
- 5.7 Ladders which have developed defects, are damaged in any way, or are unable to pass a ladder inspection shall be removed from service and tagged or marked as "Dangerous, Do Not Use" or equivalent language.
 - 5.7.1 Defective ladders shall not be used unless they have been restored to manufacturer's specifications and are able to pass a ladder inspection.
 - 5.7.2 Any ladder that cannot be repaired must be disposed of.
- 5.8 An inspection tag shall be attached to each ladder for use and documentation during the frequent inspection.

- 5.9 A monthly inspection form shall be used for the periodic inspection (example provided in Appendix A)

6 Ladder Storage

- 6.1 All ladders shall have a designated storage location and shall be stored in the designated storage location when not in use.
- 6.2 Ladders shall be stored in a manner that does not cause damage.
- 6.3 Storage racks utilized for ladder storage shall have sufficient supporting points to support the ladders and to avoid sagging, which can warp ladders.
- 6.4 Other materials shall not be placed on ladders while the ladders are in storage.
- 6.5 Ladders shall not be stored outdoors.
- 6.6 Ladders shall not be stored in a manner that would result in the exposure of the ladder to excessive heat.
- 6.7 Ladders shall not be stored in a manner that would cause the ladder to be exposed to corrosive substances (e.g., to acids or alkaline materials).

7 Ladder Inventory and Identification

- 7.1 An inventory shall be conducted of each ladder on campus.
 - 7.1.1 The ladder inventory shall include the following:
 - 7.1.1.1 An assigned ladder ID number.
 - 7.1.1.2 The type of ladder (e.g., extension, fixed, stepladder) and the length of the ladder.
 - 7.1.1.3 The storage location of the ladder.
 - 7.1.1.4 The department to which the ladder is assigned.
 - 7.1.2 An identification tag or label shall be placed on each ladder to include the:
 - 7.1.2.1 Ladder ID number.

7.1.2.2 Storage location of the ladder.

7.1.2.3 Department to which the ladder is assigned.

7.2 All ladder purchases shall be controlled and approved by the facilities department.

7.2.1 When a new ladder is purchased, it shall be added to the ladder inventory list and the periodic inspection schedule.

8 Ladder Safe Usage

8.1 Ladders shall be placed in a manner that allows for a safe and secure footing.

8.2 If a ladder must be placed in any location where it can be displaced by other work activities, it must be secured to prevent displacement, or a barricade must be erected to keep traffic away from the ladder.

8.3 Before utilizing a ladder, the user must check the maximum load rating of the ladder and ensure that it can support the weight of the user and any tools or equipment that will be supported by the ladder.

8.4 Ladders used to gain access to an upper level shall extend at least three (3) feet above the point of support.

8.5 The foot of a ladder shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one (1) foot horizontal to every four (4) feet vertical, or one-quarter of the working length of the ladder (the length along the ladder between the foot and the support).

8.6 Employees shall always face the ladder when ascending or descending the ladder.

8.7 Only one person shall be on the ladder at any given time.

8.8 Ladders shall never be spliced together to make longer ladders.

8.9 Ladders shall never be used in the horizontal position as scaffolds or work platforms.

8.10 The top of a stepladder shall never be used as a step.

8.11 Employees shall use three (3) points of contact when climbing or descending ladders.

8.12 No person is allowed to stand, walk, work, or in any way be under the ladder while it is in use.

- 8.13 Metal ladders shall never be used near electrical equipment (i.e., they shall never be closer than ten (10) feet from electrical equipment).
- 8.14 Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
- 8.15 Portable ladders shall not be used when there are overhead hazards (e.g., electrical hazards or moving objects such as fans or ventilators) unless the hazard has been alleviated.
- 8.16 The following types of ladders are prohibited and shall not be used:
 - 8.16.1 Portable stepladders longer than twenty (20) feet
 - 8.16.2 Single ladders longer than thirty (30) feet
 - 8.16.3 Extension ladders longer than sixty (60) feet
- 8.17 Fixed ladders with a length of more than twenty (20) feet to a maximum unbroken length of thirty (30) feet shall be equipped with cages or a ladder safety device.
 - 8.17.1 Cages shall extend a minimum of forty-two (42) inches above the top of a landing unless another acceptable protection is provided.
 - 8.17.2 Cages shall extend down the ladder to a point not less than seven (7) feet, but no more than eight (8) feet, above the base of the ladder.
- 8.18 For fixed ladders that extend more than twenty-four (24) feet above a lower level, the following compliance items apply:
 - 8.18.1 Existing fixed ladders installed before November 19, 2018, must be equipped with a personal fall arrest system, ladder safety system, cage, or well.
 - 8.18.2 Fixed ladders installed on or after November 19, 2018, must be equipped with a personal fall arrest system or a ladder safety system.
 - 8.18.3 When a fixed ladder, cage, or well (or any portion of a section thereof) is replaced, a personal fall arrest system or ladder safety system shall be installed in at least that section of the fixed ladder, cage, or well where the replacement is located.
 - 8.18.4 On or after November 18, 2036, all fixed ladders must be equipped with a personal fall arrest system or a ladder safety system.

9 Training and Recordkeeping

9.1 All employees who utilize ladders shall be trained in completing inspections and the safe usage of ladders.

9.2 Training shall include:

9.2.1 The requirement of and the proper way to conduct a ladder inspection.

9.2.2 The maintenance and cleaning of ladders.

9.2.3 The removal of damaged ladders from service.

9.2.4 The importance of using ladder safely, including:

9.2.4.1 Information about the frequency and severity of injuries related to falls from ladders.

9.2.4.2 The use of fixed ladders, extension ladders, mobile ladder stairs/platforms, and portable ladders.

9.2.5 The selection of ladders, including:

9.2.5.1 The types of ladders.

9.2.5.2 The proper length of ladders.

9.2.5.3 The maximum working loads of ladders.

9.2.5.4 Information about overhead hazards when ladders are used.

9.2.6 Carrying and erecting ladders, including:

9.2.6.1 The correct way to carry a ladder.

9.2.6.2 The correct way to raise a ladder.

9.2.6.3 The means of ensuring proper footing support.

9.2.6.4 The means of ensuring proper top support.

9.2.6.5 The means of securing a ladder and the angle of inclination of a ladder.

9.2.6.6 The need for a two-person lift on extension ladders.

9.2.7 Climbing and working on ladders, including:

9.2.7.1 The correct position while working and climbing a ladder.

9.2.7.2 The use of three (3) points of contact.

9.2.8 Prohibited uses of a ladder, including:

9.2.8.1 Uses other than the designed use.

9.2.8.2 Climbing on cross-bracing of a ladder.

9.2.8.3 The maximum lengths of a ladder.

9.2.8.4 The minimum overlap of extension ladder sections.

9.3 Training shall occur annually.

9.4 All training shall be documented.

9.4.1 Managers are responsible for ensuring that all employees they oversee who use ladders are properly trained and that training records are submitted to the safety and regulatory compliance officer.

9.4.2 The safety and regulatory compliance officer is responsible for maintaining training records.

10 Policy Revision History

- First draft of policy submitted by the vice president for finance and administration on 8/5/2024.
- Prepared for board review by policy coordinator on 8/8/2024.
- Reviewed by Board of Trustees Policy Committee on 8/20/2024.
- Comments and questions on policy addressed by vice president for finance and administration on 8/27/2024.
- Approved by the Lander University Board of Trustees on 9/10/2024.

APPENDIX A: LADDER PRE-USE INSPECTION

Instructions for use

Ladder will be inspected at the following frequency and interval, utilizing this checklist:

- Prior to each day's use
- Monthly, by a competent person (Section 1 only)
- After any incident involving the ladder
- Upon request by employee/user

NOTE: If a deficiency is noted in the ladder inspection or if the ladder is deemed unsafe to use, the ladder will be placed "out of service" and marked with communication stating "Dangerous! Do not use!" or equivalent language

Date of Inspection: _____ Inspected by: _____

| SECTION 1: CONDITION OF LADDER | | | |
|---|-----|----|-----|
| Inspection Item | Yes | No | N/A |
| Ladder is free from sharp edges and/or burrs | | | |
| Ladder is free from corrosion | | | |
| Ladder rungs are free from damage | | | |
| Ladder side rails are free from damage | | | |
| Ladder is steady, sturdy, and free of shake | | | |
| Ladder is free from decay | | | |
| Joints between rungs and rails are tight | | | |
| Hardware and fittings are properly attached, tight, and in good condition | | | |
| Rivets are not worn | | | |
| Safety feet are in good condition | | | |
| All locking mechanisms work correctly | | | |
| Ladder is clean and free of oil, grease, or other slippery material | | | |

| | | | |
|---|------------|-----------|------------|
| Ladder is equipped with all manufacturer's labels, including capacity label | | | |
| Ladder is stored properly in a manner to prevent damage | | | |
| SECTION 2: USE OF LADDER | | | |
| Inspection Item | Yes | No | N/A |
| Ladder is used only for the purpose for which it is designed | | | |
| Ladder is set up on a stable and level surface | | | |
| If an extension ladder, the ladder is setup at an angle at which a quarter of the working length of the base from the wall or other vertical surface | | | |
| Ladder is not used in a location where the ladder can be displaced by traffic or other activities (or precautions have been made to prevent displacement) | | | |
| A frame ladders are open all the way and locked into position | | | |
| Ladder is locked into position before use | | | |
| For extension ladder, if gaining access to an upper surface, the ladder extends at least 3 feet above the upper surface | | | |
| Ladder is not loaded beyond the maximum capacity | | | |

APPENDIX B: LADDER INVENTORY FORM

| Ladder ID No. | Type of Ladder (step, extension, single, etc.) | Ladder Length | Building Assigned | Storage Location |
|---------------|---|---------------|-------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |