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Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

Applicable OSHA Standards: 29 CFR 1926.1053 Ladders.

1. Purpose

- 1.1. The purpose of this policy is to outline prevention and protective measures which should be taken by Cleveland Integrity Services Inc. site management and subcontractor personnel on a project location to ensure the safe use of ladders. This safety policy addresses self-supporting portable ladders, extension ladders and job-built ladders.

2. Scope

- 2.1. This program applies to all Company-controlled project locations and subcontractor job sites where workers utilize ladders in the course and scope of their work. Subcontractors have primary responsibility for compliance with these safety standards and project workplace requirements.

3. Required Training For Use Of Ladders

- 3.1. Cleveland Integrity Services Inc. will provide training about the safe use of ladders to Employees who will use ladders while working at the project location. Such training will be given before an Employee is assigned to work that involves use of a ladder.
- 3.2. Subcontractors performing work on a Cleveland Integrity Services Inc. project location will provide training about the safe use of ladders to subcontractor personnel who will use ladders in the course and scope of their work. Such training will be given before subcontractor personnel are assigned to work that involves use of a ladder.
- 3.3. Ladder safety training will enable each worker to recognize hazards related to ladders and explain mandatory safe work procedures that will minimize these hazards.
- 3.4. Ladder safety training will be presented by a competent person and include the following specific components:
 - 3.4.1. The nature of ladder fall hazards in the work area.
 - 3.4.2. The proper construction, use, placement and care in handling ladders.
 - 3.4.3. The maximum intended load-carrying capacities of ladders.

4. Safe Work Procedures For Using Ladders

- 4.1. Do not load any ladder beyond the maximum intended load for which it was built, nor beyond the manufacturer's rated capacity. All ladders, including job made ladders, will be capable of supporting at least four times the maximum intended load.

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- 4.2. Use ladders only for the purpose for which they were designed.
- 4.3. A competent person must inspect all ladders for visible defects regularly and after any occurrence that could affect safe use.
- 4.4. Ladders on the project location will be maintained in good and safe condition.
- 4.5. Rungs, cleats and steps on ladders will be level and parallel. They also should be spaced apart uniformly to prevent a potential trip hazard.
- 4.6. Keep ladders clean and free of oil, grease and other slipping hazards.
- 4.7. Workers will inspect the ladder for safety before using it. If it is found to have a safety defect, the ladder will not be used. Additionally, it will be removed from service immediately and prominently marked "Do Not Use."
- 4.8. Never tie or fasten ladders together to provide longer sections unless the ladder is specifically designed for such use.
- 4.9. Each step ladder will have a metal spreader or locking device to hold the front and back sections in an open position during use.
- 4.10. The surface of ladders will be coated or maintained to prevent injury from punctures or lacerations, and to prevent snagging of clothing.
- 4.11. Do not paint or coat wood ladders with any opaque covering that could hide damage or defects.
- 4.12. Identification or warning labels will be placed only on the face of a side rail.
- 4.13. Use portable extension ladders at an angle where the horizontal distance from the top support to the foot of the ladder is 1/4 of the working length of the ladder. As an example, the base of a 20-ft. ladder should be 5 ft from the structure.
- 4.14. Wood, job-made ladders with spliced side rails will be used at an angle where the horizontal distance is 1/4 the working length of the ladder.
- 4.15. Portable ladder side rails must extend at least 3 feet above the surface when used to access to an upper landing.
- 4.16. When such an extension is not possible, because of ladder length, secure the ladder at the top.
- 4.17. Only use ladders on stable, level surfaces and secured to prevent traffic away from the ladder.
- 4.18. Never use ladders on slippery surfaces unless secured at the top and bottom.

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- 4.19. When a ladder is used in a place where it could be struck by traffic or workplace activities, the ladder will be secured to prevent accidental displacement, or a barricade will be used to keep activities or traffic away from the ladder.
- 4.20. Keep the area around the top and bottom of ladders clear.
- 4.21. Place the top of a portable extension ladder so that the two rails are supported equally.
- 4.22. Never move, shift or extend a ladder while someone is on it.
- 4.23. When the worker or the ladder could have contact with exposed energized electrical equipment, use only a ladder that has non-conductive side rails
- 4.24. Never use, stand or sit on the top step of a ladder.
- 4.25. Never use single-rail ladders.
- 4.26. Always face the ladder when ascending or descending and keep your belt buckle between both side rails as an easy way to ensure a safe center of gravity.
- 4.27. Maintain three-point contact while using a ladder. This requires the use of at least one hand when moving up or down.
- 4.28. Workers will not carry tools, objects or loads that could cause them to lose balance and fall.
- 4.29. When it is necessary to raise or lower tools, objects or loads from one level to the next, workers will use a rope or some other safe lifting method that does not involve carrying the load while going up or down the ladder.