

University of Portland



Ladder Safety Program



UNIVERSITY OF PORTLAND

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LADDER SAFETY PROGRAM



LADDER SAFETY PROGRAM

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Ladder Safety Program

1.0 INTRODUCTION

Ladders are a major source of injuries and fatalities among workers who need to work at elevated heights. Examples of common OR-OSHA ladder violations include:

- Not ensuring that portable ladders used for access to an upper landing surface extend at least 3 feet (.9 m) above the upper landing surface unless an equivalent grasping device is provided.
- Not providing a safe means of access and egress where employees are exposed to elevation changes or walking-working surface hazards.
- Not providing a training program for workers on the proper inspection, maintenance, care, use, and limitations of ladders.
- Not marking or tagging defective ladders and immediately removing them from service until repaired or destroyed.

It is the commitment of University of Portland to ensure that its employees adhere to the applicable OR-OSHA standards and all other safety guidelines and practices of University of Portland. This program is intended to comply with applicable OR-OSHA requirements including, but not limited to:

- OAR 437-002-0022
- 29 CFR 1910.23 Walking-Working Surfaces
- Applicable provisions of 29 CFR 1910 Subpart D
- Applicable ANSI A14 ladder standards

2.0 POLICY STATEMENT

This policy covers all employees of University of Portland who use ladders or who may be exposed to ladder-related hazards. It is the responsibility of University of Portland to provide a safe workplace for all University of Portland employees. All ladders purchased and used by University of Portland must comply with applicable OSHA and ANSI standards and shall be used in accordance with manufacturer instructions.

This program aids in the minimization of accidents and reinforce the regulations and standards pertaining to ladder safety. Contractors and vendors working on University of Portland property are responsible for complying with their own ladder safety programs and all applicable OR-OSHA regulations.

3.0 RESPONSIBILITY

Responsibility for implementation of this program is shared by Environmental Health and Safety, supervisors, designated competent persons, and employees who use ladders to perform their duties according to safe practices and ensure compliance with all requirements.

Where employees perform construction activities subject to Oregon OSHA construction standards, applicable construction ladder requirements shall also apply, including the requirements of 29 CFR 1926 Subpart X as adopted by Oregon OSHA.

3.1 Supervisor

It is the responsibility of each supervisor to ensure that all employees are trained and retrained regarding the safe usage of ladders. Each supervisor must ensure that the ladder training programs consist of the appropriate information to enable each employee to recognize hazards related to ladders and to use proper procedures to minimize these hazards. Each supervisor must ensure that retraining for employees is conducted as necessary to maintain understanding and knowledge of the applicable standards.

Ladder Safety Training is available online on Canvas. This training covers basic ladder safety information. Supervisors are required to provide specific information related to the ladders used by their employees.

The Supervisor's duties include:

- Ensuring employees are aware that ladders must be inspected before initial use in each work shift and more frequently as necessary to identify visible defects or hazardous conditions
- Ensuring ladder safety requirements are followed
- Providing general training for ladder users
- Assisting in ladder selection
- Assisting in establishing ladder inspection guidelines
- Providing periodic audits of the ladder safety program
- Ensuring that University of Portland employees completely understand the guidelines of this program
- Taking the steps necessary for program implementation



3.2 Competent Person (Environmental Health and Safety)

It is the job of a Competent Person to assist supervisors in their duties to ensure ladder safety including the training for all employees who use ladders as part of their job routine. At University of Portland, the Competent Person possesses the ability to identify hazardous or dangerous conditions and has the authorization to take prompt corrective measures to eliminate these conditions. The Competent Person knows how to detect hidden defects, as well as the proper procedures to follow when equipment is found to be defective.

The Competent Person shall have training and knowledge in the following areas:

- The nature of fall hazards in the work area

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- Applicable OR-OSHA walking-working surface and ladder safety requirements
- The proper use, placement, and care of all ladders
- The OSHA requirements for the types of ladders used
- The maximum intended load-carrying capacities of ladders used

The designated Competent Person at University of Portland is the Environmental Health and Safety Officer unless otherwise designated by this program.

3.3 Employees

It is the duty of the employees who use ladders to understand and practice the safety information contained within the University of Portland Ladder Safety Program.

Ladder Users must comply with the following safety guidelines:

- Attend training as required (online for general training, supervisors train on specific ladder use in person)
- Adhere to ladder safety requirements
- Follow the University of Portland Ladder Safety Program
- Notify a supervisor or competent person should the need for maintenance arise
- Notify a supervisor if unsafe ladder practices as described in this program are witnessed
- Check the ladder before each use, as described in this program
- Do not use a ladder found or labeled unsafe
- Use only ladders provided by University of Portland
- Immediately report damaged ladders, missing labels, defective ladder components, or unsafe conditions to supervision

4.0 EQUIPMENT USE, MAINTENANCE AND STORAGE PROCEDURES

4.1 Set Up Process

4.1.1 Portable Ladders

Portable ladders are not an integral part of a building or structure. Portable ladders include straight, extension, or step-type ladders that can be readily moved or carried. Before using a portable ladder, employees must understand the following requirements and comply with them while using the ladder:

1. Portable ladders shall not be used where the employee or ladder could contact exposed energized electrical equipment. Nonconductive ladders shall be used where employees are exposed to electrical hazards. Keep ladders at least ten feet (10') away from energized power lines (all personnel



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must be trained and instructed to watch for overhead power lines before erecting any ladder).

2. Always place ladders on a secure and level surface or otherwise secured to prevent accidental displacement.
 3. Place a straight or extension ladder at an angle of 4:1. For every 4 feet of height, the base of the ladder should be out 1 foot (i.e., one horizontal foot from the support point).
 4. Secure ladders as necessary to prevent accidental displacement.
 5. Ensure that the base or top of a straight or extension ladder never rests on a rung.
 6. Ensure that both side rails make contact with the structure at the bearing point. If this is not possible, use a cross brace to distribute the load to both side rails.
 7. Ensure that the folding cross braces are locked in the proper position when using a step ladder.
 8. Ensure that the ladder extends at least three feet (3') beyond the surface being accessed.
 9. Ensure that a straight or extension ladder is never placed in a horizontal position as a substitute for a scaffold or a runway between two elevated locations.
 10. Ensure that a straight or extension ladder is never placed directly against a window pane or sash.
 11. If the ladder is positioned by a door or walkway, ensure that the door is locked or the walkway is barricaded to prevent collisions.
 12. Ensure that ladders are maintained in good condition; the joints between steps and fittings are securely attached; the ladders are free of oil, grease, and other slipping hazards; and moveable parts operate freely without binding.
 13. Ensure that the top and bottom areas of the ladder are clear and free of debris.
 14. Ensure manufacturer labels and load rating labels remain legible and attached.
 15. Portable ladders may not be tied or fastened together to create longer sections unless specifically designed for such use by the manufacturer.
 16. Portable ladders may only be used for the purposes for which they were designed.
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4.1.2 Fixed Ladders

A fixed ladder is permanently attached to a structure, building, or equipment. It cannot be readily moved or carried because it is an integral part of a building or structure. Before using a fixed ladder, employees must understand the following requirements and apply them while using the ladder:

1. Fixed ladders installed on or after November 19, 2018, that extend more than 24 feet above a lower level shall be equipped with a personal fall arrest system or ladder safety system in accordance with OR-OSHA requirements. Cages and wells alone are not acceptable fall protection for newly installed fixed ladders.
2. Fixed ladders shall provide safe access to elevated surfaces and shall meet applicable clearance and extension requirements.
3. Top and bottom areas of the ladder should be clear and free of debris.
4. Regardless of the type of ladder, be sure the ladder has a label certifying that it complies with specifications of the American National Standards Institute (ANSI).
5. Fixed ladder clearances shall comply with applicable OR-OSHA requirements and manufacturer specifications.



4.2 Use

At University of Portland the use of ladders is a vital part of everyday work; however, the misuse of ladder systems can result in serious injuries. Falls from ladders can cause serious injuries and even fatalities. This is the reason that safety must be the number one focus when using a ladder.

Safety begins when the ladder is first placed on the ground; and it must continue as employees ascend and descend the ladder. All employees must ensure that they understand and perform within the following while using a ladder.

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1. Always use the 3-point rule. At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.
2. Only one person shall be on a ladder at a time unless the ladder is specifically designed for multiple users.
3. Ladders may not be moved, shifted or extended while employees are on them.
4. Always face the ladder when ascending or descending.
5. Employees shall not carry objects or loads that could cause loss of balance or prevent proper hand contact with the ladder. If tools are needed, they should be carried in a tool belt or pulled up with a rope once the employee has reached his/her destination.
6. Do not lean out from the ladder in any direction. This type of action could cause the user to lose balance and fall.
7. Do not use a ladder when employees are working directly below.
8. Wear slip resistant footwear for climbing.
9. Never load ladders beyond their maximum intended load.
10. Avoid the top two steps of a stepladder and the top four rungs on other ladders.
11. Never use ladders for unintended purposes, such as in place of scaffolding.
12. Always climb slowly with your weight centered between side rails.
13. Employees shall comply with applicable fall protection requirements when working from ladders or elevated surfaces where required by OR-OSHA regulations.
14. Employees shall maintain their belt buckle or body center between ladder side rails while climbing or working.
15. Never join two short ladders to make a longer one. The side rails will not be strong enough to support the extra load.
16. Keep the access at the base clear of such items as debris and mud. The area surrounding ladder access points shall be maintained free of slip, trip, and debris hazards.
17. Employees are prohibited from:
 - Standing on the top cap or top step of a stepladder unless the ladder is specifically designed for such use by the manufacturer.
 - Using chairs, boxes, barrels, crates, shelving, or other improvised devices in place of ladders.
 - Using ladders with broken, split, missing, loose, or otherwise defective components. Employees have the authority and responsibility to immediately remove defective ladders from service or report them to supervision for removal.
 - Using fiberglass ladders when exposed fiberglass fibers create a splinter or structural hazard.
 - Placing ladders on unstable objects to obtain additional height.
 - Using ladders during severe weather or high wind conditions where ladder stability could be compromised.
 - Using ladders in a manner inconsistent with manufacturer instructions.

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4.3 Maintenance and Storage

4.3.1 Maintenance

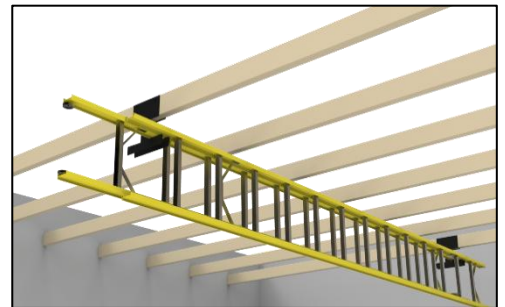
The manner in which ladders are maintained plays a vital part in a safety program. Improper maintenance of ladders can lead to potentially life threatening situations for employees. The following requirements must be understood and practiced:

1. Ladders with structural defects shall be immediately removed from service.
2. Never replace broken parts unless the parts have been provided by the original manufacturer.
3. If a ladder is in need of repair, it must be repaired equal to the manufacturer's original design.
4. Keep ladders free of oil, grease or other slipping hazards.
5. Wood ladders should never be painted because paint may hide defects that could lead to ladder failure. It is permissible to place a coat of varnish on the ladder, to protect the wood from weather exposure. This varnish should be applied before the ladder is placed into use.

4.3.2 Storage

The proper storage of ladders can prolong the safe, useful life of the ladder. At University of Portland the following requirements must be understood and followed to ensure the proper storage of ladders:

1. Never store ladders in such a way that they present a tripping hazard or could potentially fall on employees.
2. Keep ladders in areas where they will not come into contact with oil, grease or other slipping hazards.
3. Store ladders in a safe and dry place, out of direct exposure to the sun and other weather elements.
4. Always store ladders in well-ventilated areas and in a manner that will prevent sagging and warping.
5. It is best to store straight ladders in flat racks or on wall brackets.
6. Stepladders should be stored in a vertical, closed position.
7. Wood ladders should be protected from moisture, sun exposure, insect damage and excessive heat.



5.0 INSPECTIONS

At University of Portland ladders are required to be visually inspected before initial use on each work shift and after any occurrence that could affect ladder damage or integrity or whenever management deems necessary.

Ladder inspections must include evaluation of:

- Side rails

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- Rungs and steps
- Feet and slip-resistant surfaces
- Spreaders and locking devices
- Ropes, pulleys, and hardware
- Manufacturer labels and load rating labels
- Evidence of corrosion, cracking, warping, heat damage, or chemical exposure

5.1 Structural Defects

5.1.1 Portable Ladders

Portable ladders with structural defects—such as broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components—are immediately removed from service and tagged with a **“DANGEROUS—DO NOT USE”** sign. Steps also are taken to assure that the ladder is not used until proper repairs have been made. Temporary repairs using wire, rope, tape, or other improvised methods are prohibited.

5.1.2 Fixed Ladders

Fixed ladders with structural defects—such as broken or missing rungs, cleats, or steps, broken or split rails, or corroded components—must be withdrawn from service until repaired.

Defective fixed ladders are considered withdrawn from use when they are:

- Immediately tagged with “Do Not Use” or similar language;
- Marked in a manner that identifies them as defective; or
- Blocked—such as with a plywood attachment that spans several rungs.

5.1.3 Repairs

Repaired ladders must be equal to the original design before further use. If it is not possible to restore a ladder to proper working condition, the ladder should be destroyed.

6.0 TRAINING

At University of Portland it is the duty of the Competent Person (Environmental Health and Safety) and supervisors to train workers so that they understand the safe working practices of ladders and how to use them safely. The Competent Person (EH&S) will provide a training program for all employees who use ladders. This training program is available online via Canvas for any employee or student who utilizes a ladder at University of Portland.

The training informs employees on how to recognize hazards that relate to ladders and the procedures to be followed when attempting to minimize hazards.

Employees are taught the methods to use when selecting an appropriate ladder for the job to be accomplished. Employees are also to be trained on the following topics:

- The nature of fall hazards in the work area
- The correct fall protection systems to use
- The proper use, placement and care of ladders
- The maximum intended load-carrying capacities of the ladder

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Retraining is to be conducted when:

- Changes in the workplace render previous training obsolete;
- Changes in ladder types or equipment create new hazards; or
- Inadequacies in employee knowledge or use of ladders indicate the employee has not retained the required understanding or skill.

Training and retraining are absolutely mandatory. Additional training is provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance.

7.0 RECORDS RETENTION

University of Portland maintains ladder safety training records in accordance with applicable OR-OSHA requirements and University record retention policies. Training documentation includes:

- Employee name
- Date of training
- Name and qualifications of trainer
- Topics covered
- Retraining dates, when applicable

Documented ladder inspection records, when performed, are maintained according to University policy.

8.0 DEFINITIONS

8.1 Fixed Ladders

Cage. A cage is a guard that may be referred to as a cage or basket guard which is an enclosure 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 must climb the ladder.

Cleat. A cleat is a rectangular ladder crosspiece placed on edge, upon which a person may step while ascending or descending.

Fastenings. A fastening is a device to attach a ladder to a structure, building, or equipment.

Fixed ladder. A fixed ladder is a ladder permanently attached to a structure, building, or equipment. It cannot be readily moved or carried because it is an integral part of a building or structure.

Grab bars. Grab bars are individual handholds placed adjacent to or as an extension above ladders for the purpose of providing access beyond the limits of the ladder.

Individual-rung ladder. An individual-rung ladder is a fixed ladder each rung of which is individually attached to a structure, building, or equipment.

Ladder safety device. A ladder safety device is any device, other than a cage or well, designed to eliminate or reduce the possibility of accidental falls and which may incorporate such features as life belts, friction brakes, and sliding attachments.

Ladder. A ladder is an appliance usually consisting of two side rails joined at regular intervals by cross-pieces called steps, rungs, or cleats, on which a person may step in ascending or descending.

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- Pitch.** Pitch is the included angle between the horizontal and the ladder, measured on the opposite side of the ladder from the climbing side.
- Rail ladder.** A rail ladder is a fixed ladder consisting of side rails joined at regular intervals by rungs or cleats and fastened in full length or in sections to a building, structure, or equipment.
- Rungs.** Rungs are ladder cross-pieces of circular or oval cross-section on which a person may step in ascending or descending.
- Side-step ladder.** A side-step ladder is one from which a person getting off at the top must step sideways from the ladder in order to reach the landing.
- Steps.** Steps are the flat cross-pieces of a ladder on which a person may step in ascending or descending.
- Through ladder.** A through ladder is one from which a person getting off at the top must step through the ladder in order to reach the landing.
- Well.** A well is a permanent complete enclosure around a fixed ladder, which is attached to the walls of the well. Proper clearances for a well will give the person who must climb the ladder the same protection as the cage.

8.2 Portable Ladders

- Check.** A lengthwise separation of the wood which occurs across the rings of annual growth.
- Cleat.** A rectangular ladder crosspiece placed on edge, upon which a person may step while ascending or descending.
- Competent person.** A person who can identify existing and predictable hazards in the work environment and who has authorization to take prompt measures to eliminate the hazards.
- Decay.** Disintegration due to action of wood-destroying fungi. Also known as rot.
- Extension ladder.** A non-self-supporting portable ladder adjustable in length. It consists of two or more sections in guides or brackets that permit length adjustment. Length is designated by the sum of the lengths of the sections measured along the side rails.
- Extension trestle ladder.** A self-supporting portable ladder, adjustable in length, consisting of a trestle ladder base and a vertically adjustable single ladder with means for the locking the ladders together. Length is designated by the length of the trestle ladder base.
- Fastening.** A device that attaches a ladder to a structure, building, or equipment.
- Ladder.** An appliance usually consisting of two side rails joined at regular intervals by crosspieces called steps, rungs, or cleats on which a person steps when ascending or descending.
- Platform ladder.** A self-supporting ladder of fixed size with a platform at the working level.
- Portable ladder.** A ladder that is not an integral part of a building or structure. Portable ladders can be readily moved or carried.
- Rungs.** Ladder crosspieces of circular or oval cross-section on which a person steps when ascending or descending.
- Sectional ladder.** A non-self-supporting portable ladder, nonadjustable in length, consisting of two or more sections that function as a single ladder. Its length is designated by the overall length of the assembled sections.

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Single ladder. A single section non-self-supporting portable ladder, nonadjustable in length. Its length is designated by the overall length of the side rail.

Special-purpose ladder. A portable ladder with modified features of a general -purpose ladder for specific issues.

Stepladder. A self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Length is designated by the overall length of the ladder measured along the front edge of the side rails.

Steps. The flat crosspieces of a ladder on which a person steps when ascending or descending.

Tread. The horizontal member of a step.

Tread width. The horizontal distance from front to back of the tread including nosing.

Trestle ladder. A self-supporting portable ladder, nonadjustable in length, consisting of two sections hinged at the top to form equal angles with the base. The size is designated by the length of the side rails measured along the front edge.

Safe Use of Portable Ladders Checklist

- Always set up on a level surface or securely shore up one foot or the other to make level.
- For every 4 feet of height the base of the ladder should be out 1 foot.
- Secure the ladder bottom and top to prevent movement.
- Don't lean sideways or backwards from the ladder.
- Make sure the folding cross braces are locked when using step ladders.
- Use ladders that are long enough for the job = at least 3' above the place being accessed.
- Make sure ladders don't have oil, grease, and other slipping hazards on the steps or rails.
- Always use the 3-point contact rule: 2 feet and one hand or 2 hands and 1 foot on the ladder.
- Only one person on a ladder at a time!
- Don't move ladders while people are on them.
- If tools are needed, they should be carried in a tool belt or pulled up with a rope once the employee has reached his/her destination.
- Wear slip resistant footwear for climbing.
- Never load ladders beyond their maximum intended load.
- Avoid the top two steps of a stepladder and the top four rungs on other ladders.
- Wood ladders – varnish 'em but don't paint em! Paint hides cracks and splits.
- Store ladders in dry place out of the weather – and out of people's way.

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- Tag broken ladders with a “DANGEROUS—DO NOT USE” sign and get them fixed quickly.
- Inspect ladders before each work shift and after any incident that could damage the ladder.
- Ladder Training:
 - Have all hazards in the work area been identified and pointed out to people?
 - Have people been trained to carry and use ladders safely?
 - Have people been trained to properly care for ladders?
 - Do people know how to tell the load-carrying capacity of a ladder?
 - Has each training session (date, employees and topics) been documented?

Appendix

Choosing The Proper Ladder

Before a ladder is used, it must be determined previously that a ladder is the best device to use to attain the desired results in order to reach the destination needed. Such devices as scaffolds and manlifts may be a better choice for certain situations. Once a ladder has been determined to be the best option, the proper ladder must be chosen.

Ladders are chosen in accordance with the job to be performed. Choose ladders based on the ladder's ultimate strength, usable height and load specification. The combined weight of the user, their tools and materials will never exceed the rating of the ladder. Each ladder will have a duty rating displayed on a label affixed to the ladder.

The following table outlines the weight-capacity classifications for ladders:

TYPE	DUTY RATING	WORKING LOAD
IA	Industrial	Extra heavy 300 lbs. Maximum
I	Industrial	Heavy 250 lbs. Maximum
II	Commercial	Medium 225 lbs. Maximum
III	Household	Light 200 lbs. Maximum

It is a policy of University of Portland to only purchase and use type IA and type I ladders.

Never use conductive ladders, including metal ladders, where employees could contact exposed energized electrical equipment. In such situations, use a dry wood or fiberglass ladder in place of metal or aluminum ones.

In summary, ladder selection must consider:

- ✓ Ladder strength and load limits
- ✓ Electrical hazards
- ✓ Environmental conditions
- ✓ Ladder height requirements
- ✓ Surface stability
- ✓ Employee weight plus tools/materials
- ✓ Manufacturer restrictions