

# Vision Painting Inc. Safety Management System

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## Ladders

### 1. General

To provide specific standards and procedures regarding the use of ladders

### 2. Procedures

#### 2.1 Manufactured Ladders

1. Manufactured ladders shall comply with OSHA, ANSI manufacturer specifications and job procedure.
2. Ladders with broken or missing rungs, broken or split side rails, or otherwise damaged components, shall not be used and shall be immediately removed and tagged **DO NOT USE** or destroyed.
3. Keep the access areas at the top and bottom of the ladders clear. Portable ladders shall be equipped with non-skid safety feet and place on a stable base.
4. Metallic ladders are prohibited.
5. Ladders shall be secured with a rope or other substantial device.
6. Wood ladders shall not be painted except for identification marking.
7. Objects shall not be left on ladders. Maintain ladders free of lines, ropes, hoses, wires, cables, oil, grease and debris.
8. Single portable ladders over thirty feet in length shall not be used. If greater heights are to be reached, separate ladders will be used with intermediate landing platforms.
9. Side rails shall extend 36 inches above the landings. When this is not practical, a grab rail shall be installed. Ladders in use shall be tied, blocked, or otherwise secured to prevent accidental displacement.
10. Ladders shall never be used as follows:
  - A. Standing straddle of the top of the ladder except "A" frame or special manufactured ladders.
  - B. Folding up and leaning step ladders.
  - C. Climbing or working from the back of ladders.
  - D. Two people on the same ladder.

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- E. Sitting on the top of ladders.
- F. Working backwards from ladders.
- G. Standing on the top two steps or top of the ladder.
- H. Ladders shall be used per manufacturer guidelines only.
- I. Extension ladders shall be used at a ratio of 4:1

## 2.2 Job Made Ladders

- 1. Fabricate job made ladders in accordance with OSHA regulations.
- 2. Manufactured ladder rules and regulations also apply to the use of job made ladders.
- 3. Installation of a double cleat ladder is necessary, if a ladder is to provide the only means of access or exit from a working area for 25 or more employees.

## 2.3 Ladder Training Requirements

- 1. Vision Painting Inc. shall 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 shall train each employee in the procedures to be followed to minimize these hazards. Each employee shall inspect the ladder prior to using each day.
- 2. Vision Painting Inc. shall ensure that each employee has been trained by a competent person in the following areas:
  - A. Nature of fall hazards in the work area.
  - B. Correct procedures for erecting, maintaining, and disassembling the fall protection systems.
  - C. The proper construction, use, placement and care in handling of stairways and ladders.
  - D. The maximum intended load-carrying capacities of ladders.
- 3. Provide for each employee so that the employee maintains the required understanding and knowledge.

### 3. Use safe ladder practices

- A. Set up ladder on solid and level base (make base level and solid if necessary)
- B. Ensure use of non-skid pads or legs
- C. Make sure spreader is locked open on step ladders
- D. Keep belt buckle within the ladder rails (don't lean or reach out)
- E. Face ladder and use three points of contact

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- F. Use tool belt or hoist materials up ladder (use a pail and rope)
- G. Climb and descend ladders with extra caution
- H. Tie down or secure in-place extension ladder at top and bottom when feasible and conditions warrant ( if there is a slide-out or sideways slide risk )
- J. Avoid use of ladders in high winds
- K. Never use the top two steps of any ladder to sit or stand
- L. Do not use a ladder in front of a door unless door is locked or a guard is posted. Warning cones should be used around ladders in high traffic areas to divert foot traffic.
- M. Ladders shall be used for their intended purpose only