ANTIOCH COLLEGE

Ladder Safety Program

SCOPE AND APPLICATION

The purpose of this program is to provide information to assist in the selection, care, and safe use of portable ladders at Antioch College. This program establishes the minimum requirements for the construction, care, and use of ladders used in and about our campus buildings and grounds. OSHA reference: (29 CFR 1910.25, 1910.26, and 1910.27).

RESPONSIBILITIES

The Physical Plant Director is responsible for providing ladders that are constructed and designed to meet the needs of the jobs is which the use of portable ladders is required. In addition, management is responsible for providing training to employees in the proper selection, inspection, use, and maintenance of ladders used in the workplace.

The Maintenance Supervisor is responsible for overseeing the use of ladders in the workplace and ensuring that ladders are used appropriately. They are also responsible for ensuring that ladders are inspection on a regular basis and are properly stored and maintained. If a ladder is damaged, the supervisor is responsible for removing the ladder from the workplace.

Facilities maintenance staff and any employee who uses ladders, are responsible for following company procedures for the safe use, storage, inspection, and maintenance of ladders. They are also responsible for reporting any unsafe conditions related to the ladders or ladder use to their supervisors.

LADDER RATINGS

Ladders must be marked with ladder size, type, maximum length, number of sections (if appropriate), highest standing level, model number, manufacturer's name, manufacturer's location, and date of manufacture. Usage guidelines and other warning statements must also be placed on the ladders in specific locations depending on ladder type.

Portable ladders are designed as "one-person" equipment with the proper strength to support the person as well as any tools and materials. Ladders are constructed under the following classes:

Ladder Type	Duty Rating	Description
Type 1A	300 lbs.	Extra-heavy-duty industrial ladder
Type 1	250 lbs.	Heavy-duty industrial ladder
Type 2	225 lbs.	Medium-duty commercial ladder
Type 3	200 lbs.	Light-duty household ladder

LADDER INSPECTION AND MAINTENANCE

Ladders must be inspected before use to determine its condition. Look for missing, damaged or loose components. Carefully check all moving components such as spreaders, extension ladder locks and ropes.

Ladders cannot be painted with an opaque material. Ladders that may be exposed to the outdoor elements can be coated with a transparent protective material to prevent splintering caused by weathering. The ladder and its safety feet must be free of slippery substances such as oil, grease, med, etc. Ladders should be stored where they are protected from the damaging effects of weather.

Ladders showing any defects must be tagged and removed from service pending repair or destruction. Under no circumstances should a broken ladder be used. Most ladders cannot be repaired to manufacturer specifications. Throw away all broken ladders.

USE OF LADDERS

Before working with a ladder for the first time, read the manufacturer's instructions and check the capacity and type of ladder. Do not use ladder if sleepy or ill, if you are taking medication, or if bad weather conditions exist. Do not use ladders in doorways or other high traffic areas. If a ladder must be used near a door or high traffic area, make sure the door is locked and there is a spotter present.

The following procedure must be followed to prevent ladder accidents:

- Place ladder on a clean slip free level surface.
- Fully open the legs of a stepladder and lock the spreaders.
- A folded stepladder must not be used as a straight ladder by leaning it against a wall or other support.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.

- The ladder should reach a minimum of three feet above the "point of support" and should be secured at this point.
- Place the ladder base 1/4 the height, of the ladder, from the wall when using an extension ladder.
- Never allow more than one person on a ladder.
- Use three point contact while climbing to ensure that the worker's center of gravity remains within the side rails.
- Use carriers and tool belts to carry objects up a ladder
- Do not lean out from the ladder in any direction
- Do not allow other to work under a ladder in use.
- Always face the ladder when ascending or descending the ladder.
- Do not use a ladder or stepladder if there is a missing or a weakened, broken or otherwise defective rung or tread, or a broken or defective rail.
- No metal ladder and no ladder reinforced with wire shall be used in the vicinity of any electrical conductor or of any electrified equipment or apparatus as such use may result in a person receiving an electric shock.
- Safety feet are required and must be repaired or replaced if damaged or missing.
- Don't use ladders and planks to make a scaffold. Never use a ladder in a horizontal position as a platform or runway.

STORAGE OF LADDERS

- Store ladders out of the weather in a dry place, and that if the ladder is stored horizontally that the middle is supported so the ladder won't sag.

- Find a storage place where the ladder should be safe from damage and theft.

APPENDIX A – SPECIFIC ASSIGNED RESPONSIBILITIES

The following are specific assigned responsibilities under this Ladder Safety Program. The purpose of these assigned responsibilities is to increase ownership in the program at all levels as well as ensuring implementation and compliance with the elements of the program.

Associates identified in each tier group are responsible for performing those specific assignments.

Manager:	Assignment:
Reggie Stratton	***Overall Program Compliance***

Supervisor:	Assignment:
Mike Fair	**Inspection of all ladders**
Mike Fair	**Procurement/Replacement of ladders**

Employee:	Assignment:
Tony Fromholt	**Safe use of ladder and report problems**
Mark Harrison	**Safe use of ladder and report problems**
Joshua Miller	**Safe use of ladder and report problems**
Dustin Wulfeck	**Safe use of ladder and report problems**
Don Coulter	**Safe use of ladder and report problems**
Kyle Lewis	**Safe use of ladder and report problems**

Others:	Assignment:
Jon Lee	**Safe use of ladder and report problems**
Amanda Egloff	**Safe use of ladder and report problems**
Forrest Bright	**Safe use of ladder and report problems**
David Adkins	**Safe use of ladder and report problems**

APPENDIX B – TRAINING ATTENDANCE SHEET

LADDER SAFETY TRAINING

29 CFR 1910.25, 1910.26, and 1910.27

DATE:	
INSTRUCTOR:	
TRAINING A/V MATERIALS:	

NAME:	DEPARTMENT
1.	
2.	
3.	
4.	
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17.	
18.	

APPENDIX C – LADDER INSPECTION CHECKLIST

General	**Needs repair**	**O.K.**	**Date repaired**
Loose steps or rungs (considered loose if they can be moved at all with the hand)?			
Loose nails, screws, bolts, or other metal parts?			
Cracked, spilt, or broken uprights, braces, or rungs?			
Slivers on uprights, rungs, or steps?			
Damaged or worn non-slip bases?			
Step ladders			
Wobbly (from side strain)?			
Loose or bent hinge spreaders?			
Stop on hinge spreaders broken?			
Loose hinges?			
Broken, split, or worn steps?			
Extension ladders			
Loose, broken, or missing extension locks?			
Defective locks that do not seat properly while extended?			
Worn or rotted rope?			