LLR
Electric, Inc.

Ladder Safety Program

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I. Policy

This program provides the minimum safety requirements for protecting LLR Electric employees from potential injuries associated with portable and fixed ladders. By following these basic safety principles and maintaining proper safety awareness, employees should be able to avoid serious injury.

II. Purpose/Scope

The purpose of this program is to provide LLR Electric employees with the basic information for assuring a safe and healthful workplace free from recognized portable and fixed ladder hazards, which may cause serious injury. Each employee is expected to follow the guideline provided within this section. Supervisors shall be responsible for initiating disciplinary action against employees who do not follow the guidelines within this section.

The information in this program applies to all LLR Electric employees working on, near, or with portable and fixed ladders.

III. References

There are numerous safety references, which pertain to portable and fixed ladders including, but not limited to:

- American National Standards Institute (ANSI) Standards, ANSI A14.1 - ANSI A14.3, Safety Codes for Ladders
- Occupational Safety and Health Administration (OSHA) Standards
  OSHA 29 CFR 1910, Subpart D – Walking-Working Surfaces

VI. Program

Only ladders meeting ANSI A14.1 – ANSI A14.3, (Safety Codes for Ladders), shall be used by LLR Electric employees.

A. Inspection and Maintenance

Portable and fixed ladders will be formally inspected periodically by a competent person to ensure they are in good working condition (No Defects). The Ladder Inspection Checklist located in Appendix A will be used when performing the inspection. Ladders that are need of repair or appear unsafe shall be tagged "Dangerous Do Not Use." These ladders will be taken out of service until properly repaired, replaced or thrown away.

1. Portable ladders should be evaluated by the employee prior to each use. The employee shall inspect for:

- Broken or loose rungs
- Rungs free of excess dirt and grease

- Side rail cracks, splits, bruised, dry rot and loose nails
- Hardware and fittings for secure attachment and damage
- Proper operation of locking devices and safety feet
- Damaged or worn non-slip base
- Underwriter's label and proper markings

2. Fixed ladders should be evaluated by the employee prior to each use. The employee shall inspect for:

- Broken, corroded, or loose rungs.
- Rungs free of excess dirt and grease
- Side rails for corrosion, fractures, and adequate anchoring at the base and top connection.
- All hardware and fittings for secure attachment.

3. If any defects are discovered during the employee evaluation the ladder shall be tagged "Dangerous Do Not Use." The ladder will be taken out of service until properly repaired, replaced or thrown away.

B. Use of ladder

LLR Electric employees should observe certain rules when placing, ascending, descending, and using ladders:

1. Do not use ladders in a horizontal position as runways or as scaffolds, ladders shall only be used for the way they were made. Do not place ladders on top of boxes.
2. Never place a ladder in front of a door unless the door is blocked or guarded.
3. Do not place a ladder against a windowpane or sash.
4. Place the ladder so that both side rails have secure footing. This means that the horizontal distance from the top support to the foot of the ladder is at a 4 to 1 of the working length of the ladder.
5. Place the ladder's feet on a level solid base, not on moveable objects.
6. Never lean a ladder against unsecured backing, such as loose boxes or barrels.
7. When using a ladder for access to high places, secure the ladder to prevent it from slipping.
8. Extend the ladder 3 feet above the top of a landing.
9. Allow only one person at a time on a ladder.
10. Employees shall not overload a ladder refer to manufactures load rating sticker on ladder.

11. Use ladders of sufficient length and in proper position so that employees do not have to stretch or reach.

12. Do not use metal ladders around energized electrical circuits or equipment, or in places they may come in contact with electrical circuits.

13. Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after climbing to the desired level.

14. Carry tools on a tool belt, not in the hand

15. Always face a ladder when ascending or descending.

16. Never slide down a ladder.

17. Be sure shoes are not greasy, muddy, or slippery before climbing.

18. Do not climb higher than third rung from the top on a straight ladder or second tread from the top on a stepladder.

19. Never stand on the top rung of a ladder

C. <u>Storage</u>

1. Store ladders where they will not be exposed to the weather and where there is good ventilation.

2. Do not store them near radiators, stoves, steam pipes, or in other places with excessive heat or dampness.

3. Fiberglass ladders should be protected from direct sunlight or other ultraviolet light sources.

4. Ladders should be stored neatly where they will not fall or cause a tripping hazard.

5. Keep ladder storage space free of obstructions and accessible at all times.

IV. Training Requirements

All LLR Electric employees will be trained on the use of ladders upon initial assignment and refresher training on a periodic basis. The training will consist of the information contained within this procedure. Retraining when not upon initial assignment and/or periodic refresher will be conducted when warranted by an accident or other evidence of the employee's lack of understanding or compliance with the program.

V. Appendices

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Appendix A

Ladder Inspection Checklist

Items To Be Checked

Portable Ladders	**Needs Repair**	**Condition O.K.**
Broken or loose rungs	❑	❑
Rungs free of excess dirt and grease	❑	❑
Side rails cracked, split, bruised, dry rot and loose nails	❑	❑
Hardware and fittings securely attached	❑	❑
Proper operation of locking device and safety feet	❑	❑
Damaged or worn non-slip base	❑	❑
Underwriter's label and proper markings legible	❑	❑
Fixed Ladders		
Broken, corroded, or loose rungs	❑	❑
Rungs free of excess dirt and grease	❑	❑
Side rails corroded, fractured	❑	❑
Side rails adequately anchored at the base and top connection	❑	❑
All hardware and fittings securely attached	❑	❑

Remarks:

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_____

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_____

Inspector's Signature

Date _____