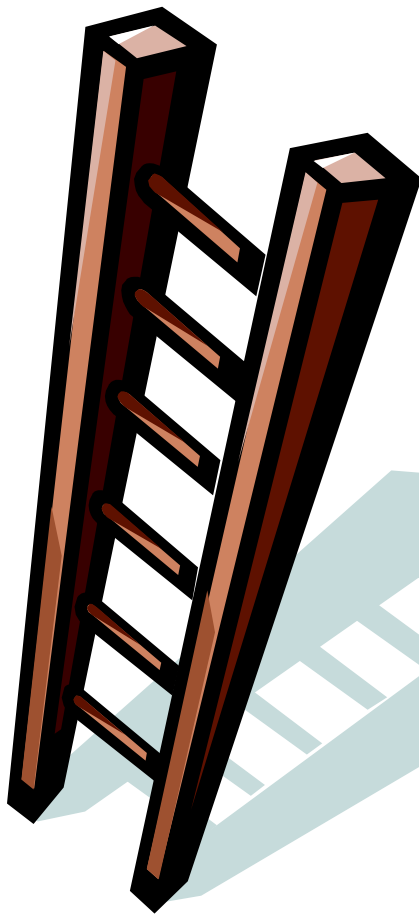




The School District of Philadelphia



Ladder Safety Program

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I. Policy

This program provides the minimum safety requirements for protecting School District of Philadelphia 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

The purpose of this program is to provide SDP 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 employees working on, near, or with portable and fixed ladders.

III. Program

Selecting the right ladder for the job is the key to minimizing the chances of an injury from a ladder. All employees should select the appropriate ladder for their assigned task based on the following:

- Ladder Construction = Wood, Aluminum, Fiberglass
- Type = Straight (Single, Extension), Step Ladders, Portable, Fixed

A. Inspection and Maintenance

The Ladder Inspection Checklist located in **Appendix A** shall be used when performing formal inspection.

1. Portable ladders should be inspected prior to each use:
 - Broken, corroded, or loose rungs
 - Rungs free of excess dirt and grease
 - Side rail cracks, splits, bruised, dry rot and loose nails
 - Fixed Ladders should also inspect for corrosion, fractures, and adequate anchoring at the base and top connection.
 - Hardware and fittings for secure attachment and damage
 - Proper operation of locking devices and safety feet
 - Damaged or worn non-slip base
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- Underwriter's label and proper markings for weight limits.
2. If any defects are discovered during the inspection, 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

School District employees should observe certain rules when using ladders:

1. A ladder must be used when hanging items or reaching items beyond the naturally reach of an employee.
 2. Do not climb higher than third rung from the top on a straight ladder or second tread from the top on a stepladder.
 3. Never place a ladder in front of a door unless the door is blocked, locked or guarded.
 4. Place the ladder's feet on a level solid base.
 5. Never lean a ladder against unsecured backing, such as loose boxes or barrels.
 6. Extension ladders shall be angled in a 4:1 ratio.
 7. When using a ladder for access to high places, secure the ladder to prevent it from slipping or have co-worker hold the ladder.
 8. Extension ladders shall extend the ladder 3 feet (approx. 3 rungs) above the top of a landing.
 9. Only one person at a time shall be on a ladder.
 10. Do not stretch beyond your natural reach outside of the ladder.
 11. Do not use metal ladders around energized electrical circuits or equipment, or in places they may come in contact with energized parts.
 12. Maintain 3-point contact while ascending and descending the ladder. Employees should use a tool belt or get assistance from a helper to pass tools to the person on the ladder.
 13. Always face a ladder when ascending or descending.
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14. Do not use ladders in a horizontal position as runways or as scaffolds.
15. Use barricades to protect ladder in high traffic areas.

C. Storage

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

IV. Training Requirements

All employees shall 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

Appendix A: Ladder Inspection Checklist



Appendix A

Ladder Inspection Checklist

Items to Be Checked

| | Needs Repair | Condition O.K. |
|--|--------------------------|--------------------------|
| Portable Ladders | | |
| Broken or loose rungs | <input type="checkbox"/> | <input type="checkbox"/> |
| Rungs free of excess dirt, grease and paint | <input type="checkbox"/> | <input type="checkbox"/> |
| Side rails cracked, corroded, dry rot | <input type="checkbox"/> | <input type="checkbox"/> |
| Hardware and fittings securely attached | <input type="checkbox"/> | <input type="checkbox"/> |
| Proper operation of locking device and safety feet | <input type="checkbox"/> | <input type="checkbox"/> |
| Damaged or worn non-slip base | <input type="checkbox"/> | <input type="checkbox"/> |
| Side rails adequately anchored at the base and top connection | <input type="checkbox"/> | <input type="checkbox"/> |
| Hinge is in good condition | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| Ladder type adequate for intended user Type II = 225 lbs. Type I = 250 lbs. Type IA = 300 lbs | YES | NO |
| | | |
| | | |
| | | |
| | | |

Remarks:

Inspector's Signature _____

Date _____