

ALBUQUERQUE PUBLIC SCHOOLS



LADDER SAFETY PLAN

Risk Management Department

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ALBUQUERQUE PUBLIC SCHOOLS
RISK MANAGEMENT DEPARTMENT

LADDER SAFETY PLAN

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ALBUQUERQUE PUBLIC SCHOOLS

LADDER SAFETY PLAN

I. PURPOSE

To aid in protecting students, employees and visitors and to comply with applicable Federal laws and standards dealing with ladder safety, the Albuquerque Public Schools has developed this **Ladder Safety Plan**.

The **Ladder Safety Plan** is intended to meet the requirements of OSHA standards which provide guidelines for the safe use of ladders in the workplace.

II. SCOPE AND APPLICATION

The **Ladder Safety Plan** applies to all facilities, employees, students and visitors engaged in the use of ladders. This program shall be available to employees, contractors' personnel and to regulatory agencies when requested.

The **Ladder Safety Plan** is designed to be evaluated and updated annually. The Risk Management Department is responsible for conducting the evaluation and update.

III. DEFINITIONS

Rung - A ladder crosspiece of rectangular cross section placed on edge upon which a person may step while ascending or descending a ladder.

Fixed Ladder - A ladder that cannot be readily moved or carried because it is an integral part of a building or structure.

Portable Ladder - A ladder that can be readily moved or carried.

IV. RULES FOR ALL LADDERS

The following general requirements apply to all ladders:

- A. Properly secure ladders to prevent unauthorized access or use.
- B. Maintain ladders free of oil, grease and other slipping hazards. Also be sure that your shoes or boots are free from mud, grease, or other substances.
- C. Do not load ladders beyond their maximum intended load nor beyond their manufacturer's rated capacity.
- D. Use ladders only for their designed purpose.
- E. Use ladders only on stable and level surfaces unless secured to prevent accidental movement. Do not use on desks, tables or boxes to gain extra height.

- F. Do not use ladders on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement. Do not use slip-resistant feet as a substitute for exercising care when placing, lashing or holding a ladder upon slippery surfaces.
- G. Secure ladders placed in areas such as passageways, doorways or driveways, or where they can be displaced by workplace activities or traffic to prevent accidental movement. Or use a barricade to keep traffic or activity away from the ladder. Also secure ladders from being moved by strong winds.
- H. Keep areas clear around the top and bottom of ladders.
- I. Do not move, shift or extend ladders while in use.
- J. Use ladders equipped with nonconductive side rails if the worker or the ladder could contact exposed energized electrical equipment.
- K. Face the ladder when moving up or down.
- L. Use at least one hand to grasp the ladder when climbing.
- M. Do not carry objects or loads that could cause loss of balance and falling.
- N. Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
- O. Ladder components must be surfaced to prevent snagging of clothing and injury from punctures or lacerations.
- P. Wood ladders must not be coated with any opaque covering except for identification or warning labels, which may be placed only one face of a side rail.

V. PORTABLE LADDERS

- A. The base of the ladder must be set back a safe distance from the vertical – at least 1/4th of the working length of the ladder
- B. The rungs and steps of portable metal ladders must be corrugated, knurled, dimpled, coated with skid-resistant material or treated to minimize slipping.

VI. STEPLADDERS

- A. A metal spreader or locking device must be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used.
- B. Do not use the top or top step of a stepladder as a step.
- C. Do not use cross bracing on the rear section of stepladders for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.

VII. FIXED LADDERS

If the total length of the climb on a fixed ladder equals or exceeds 24 feet (7.3 m), the ladder must be equipped with ladder safety devices; **or** self-retracting lifelines and rest platforms at intervals not to exceed 150 feet (45.7 m); **or** a cage or well and multiple ladder sections with each ladder section not to exceed 50 feet (15.2 m) in length.

In addition, fixed ladders must meet the following requirements:

- A. Fixed ladders must be able to support at least two loads of 250 pounds (114 kg) each, concentrated between any two consecutive attachments.
- B. Each step or rung of a fixed ladder must be able to support a load of at least 250 pounds (114 kg) applied in the middle of the step or rung.
- C. Rungs of individual rung/step ladders must be shaped to prevent slipping off the end of the rungs.
- D. Side rails of through or side-step fixed ladders must extend 42 inches (1.1 m) above the top level or landing platform served by the ladder.
- E. Fixed ladders must be used at a pitch no greater than 90 degrees from the horizontal, measured from the back side of the ladder.

VIII. DEFECTIVE LADDERS

- A. Ladders must be inspected for visible defects periodically and after any incident that could affect their safe use.
- B. 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—must immediately be marked defective or tagged with "Do Not Use" or similar language and withdrawn from service until repaired.
- C. 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.
- D. Defective fixed ladders are considered withdrawn from use when they are immediately tagged with "Do Not Use" or similar language, *or* marked in a manner that identifies them as defective, *or* blocked—such as with a plywood attachment that spans several rungs.
- E. Ladder repairs must restore the ladder to a condition meeting its original design criteria before the ladder is returned to use.

VIII. TRAINING

Employees, students and others using ladders shall be provided with effective information and training to minimize the likelihood of injury.

- A. Employees using ladders will receive training at initial assignment and periodic refresher training thereafter.
- B. The training will enable ladder users to recognize hazards related to ladders and to use proper procedures to minimize hazards and should include:
 - 1. Nature of fall hazards in the work area
 - 2. Correct procedures for using ladders
 - 3. Requirements of the **Ladder Safety Plan**