

	LADDER SAFETY PROGRAM	Document No.:	HSE-OP-010
		Department:	Operations
		Revision Date:	31 MAR 2010
Release authorized by:	D. Slattery	Page	Page 1 of 3

Purpose

Trinity Medical Management ("Trinity") understands that ladders present unique opportunities for unsafe acts and unsafe conditions. Employees who use ladders must be trained in proper selection, inspection, use and storage. Improper use of ladders has cause a large percentage of accidents in the workplace are of accidents. Use caution on ladders.

Administrative Duties

The Operations Manager is responsible to the implementation and maintenance of this program. A copy of the Ladder Safety Program is located in the Operations office.

General Requirements

- Ladder rungs, cleats, and steps should be parallel, level, and uniformly spaced, when the ladder is in position for use. This includes job built ladders.
- Ladders should be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.
- Ladders should be placed on stable, level surface. Employees should be instructed not to stand on top two rungs, or top of step ladders. Employees should be instructed not to carry anything in hands that could cause injury in case of fall, to face the ladder when ascending or descending.
- The ladder side rails should extend at least 3 feet (.9m) above the upper landing surface. When ladders are not able to be extended then the ladder should be secured at its top to a rigid support that will not deflect.
- Ladders should not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.
- Ladders should be used only for the purpose for which they were designed.

Hazards

Falls from ladders can result in broken bones, crippling injuries and death. Ladder safety is taken very seriously by our company. Ladder hazards include:

- Ladders with missing or broken parts.
- Using a ladder with too low a weight rating.
- Using a ladder that is too short for purpose.
- Using metal ladders near electrical wires.
- Using ladders as a working platform.
- Objects falling from ladders.

Inspections

Inspect ladders before each use.

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- All rungs and steps are free of oil, grease, dirt, etc.
- All fittings are tight.
- Spreaders or other locking devices are in place.
- Non-skid safety feet are in place.
- No structural defects, all support braces intact.
- Do not use broken ladders. Most ladders cannot be repaired to manufacturer specifications. Throw away all broken ladders.

Storage

Store ladders on sturdy hooks in areas where they cannot be damaged. Store ladders to prevent warping or sagging. Do not hang anything on ladders that are in a stored condition.

Ratings & Limits

Ladder weight ratings

- I-A 300 pounds (heavy duty)
- I 250 pounds (heavy duty)
- II 225 pounds (medium duty)
- III 200 pounds (light duty).

Limits on ladder Height.

- A stepladder should be no more than 20 feet high.
- A one-section ladder should be no more than 30 feet.
- An extension ladder can go to 60 feet, but the sections must overlap.

Ladder Setup

The following procedure must be followed to prevent ladder accidents:

- Place ladder on a clean slip free level surface.
- Extend the ladder to have about 4 feet above the top support or work area.
- Anchor the top and bottom of the ladder.
- 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 carriers and tool belts to carry objects up a ladder.
- Do not lean out from the ladder in any direction.
- If you have a fear of heights - don't climb a ladder.
- Do not allow other to work under a ladder in use.

Maintenance

- Keep ladders clean.

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- Never replace broken parts unless provided by the original manufacturer.
- Do not attempt to repair broken side rails.
- Keep all threaded fasteners properly adjusted.
- Replace worn steps with parts from manufacturer.

Additional State Requirements

- Safety requirements for portable wood ladders placed in service after April 18, 1999 have to meet the requirements of ANSI A14.1-1994, which is incorporated by reference. Safety requirements for portable wood ladders placed in service on or before April 17, 1999, are based on the ANSI A14.1 provisions in effect at the time such ladders were placed in service.
- Cleat Ladders longer than 30 feet cannot be used.
- The wood side rails of ladders having cleat steps cannot be less than 1 1/2 inches thick and 3 1/2 inches deep (2 by 4 inches nominal).
- Wood cleats need to be inset into side rails not less than 1/2-inch or attached directly to the edge of the side rails. Filler blocks of the thickness of the cleats need to be securely attached to the edge of the rail for the full length between cleats, or equivalent construction. The cleats need to be fastened to each rail by three 10-d wire nails or equivalent.
- The cleats on a double cleat ladder must extend the full width of the ladder.

Extra requirements for portable metal ladders include the following:

- Cross-bracing on the rear section of stepladders cannot be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- These ladders cannot be used near electrical circuits if there is a risk of coming in contact with the circuits. The ladders need to be legibly marked with "CAUTION—Do Not Use Around Electrical Equipment" or equivalent.

Extra requirements for fixed ladders include the following:

- If materials other than steel, aluminum, and wood are used, they must meet the design, fabrication, and erection requirements.
- Wood ladders may be coated with a clear sealant after inspection.