



COMPANY HEALTH & SAFETY PROGRAM

Issue: A
Date: 4/20/2009
Rev: 1
Date: 1/7/2011
Authorized:

Title: Stairways & Ladders

Section No: 42

Page 1 of 5

1.0 **PURPOSE**

The purpose of this section is to communicate PPP's policies and procedures for the use of stairways and ladders to employees and other interested parties. This section shall be reviewed as part of employee safety training when applicable.

It is the intent of this company to keep our employees safe from stairway and ladder use hazards and to be in compliance with regulatory standards.

2.0 **SCOPE**

This section outlines PPP's policies and procedures regarding the common use of stairways and ladders.

3.0 **INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 Stairways
- 5.0 Ladders
- 6.0 Training
- 7.0 Related Form

4.0 **STAIRWAYS**

PPP employees shall be prohibited from using any stairways not in compliance with government regulations and codes. Requirements include:

1. Foot traffic is prohibited on stairways with pan stairs that have not received their permanent fillings, unless they have been temporarily fitted with wood or other solid material up to the top edge of each pan.
2. Where permanent treads and landings are to be installed at a later date, skeleton metal stairs will be provided with temporary treads and landings before foot traffic is allowed.
3. Foot traffic is prohibited on stairways that do not have appropriate permanent or temporary stair rails and handrails.



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Section No: 42

Page 2 of 5

5.0 LADDERS

PPP shall provide for employee use only ladders classified as type 1A or type 1, as prescribed in ANSI A14.1-1990.

Ladder use requirements include:

1. Employees shall inspect ladders before use for faults or defects such as:
 - a. Broken, worn or missing rungs, cleats or steps.
 - b. Broken or split side rails.
 - c. Broken or bent guides or spreaders.
 - d. Broken or bent locks.
2. Ladders with faults or defects shall be removed from service and rendered unusable.
3. Ladders shall not be placed in a passageway, doorway, driveway or any location where it may be displaced, unless it is protected by barricades or guards or is secured to prevent displacement.
4. Ladders shall be placed on a substantial and stable base and the area around the top and bottom shall be kept clear.
5. Ladders shall not be used as a brace, slide, guy, gin pole, gangway or for any use other than that for which they are designed.
6. The employee shall face the ladder when ascending or descending and use at least 1 hand to grasp the ladder when progressing up or down. An employee shall not carry any object or load that could cause the employee to lose balance and fall.
7. While on a ladder employees shall not overreach or do any pushing or pulling that may cause the ladder to move or topple. If both an employee's shoulders are outside of a side rail, the employee is overreaching.



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Section No: 42

Page 3 of 5

8. Manufactured portable ladders or single-cleat ladders shall not be used by more than 1 employee at a time.
9. Ladders shall be positioned and maintained to prevent an employee from bumping into or snagging onto projecting objects while ascending or descending the ladder.
10. If a ladder provides the only means of access to, or egress from, a working area for 25 or more employees, or if simultaneous 2-way traffic is expected, a minimum of 2 ladders shall be provided.
11. Rope ladders, chain ladders and single rail ladders shall not be used.
12. Ladders shall not be loaded beyond their load carrying capacity.
13. Ladders shall not be moved, shifted or extended while occupied.
14. Portable straight ladders shall be used at such a pitch that the horizontal projected distance from the top support to the base is approximately $\frac{1}{4}$ of the vertical distance between these points.
15. Straight ladders shall extend at least 3 feet above an upper landing surface and be secured at the top.
16. The employee shall not stand on the top 2 rungs or within 3 feet of the top of a straight ladder.
17. Portable extension ladders shall be adjusted only from the ground, floor or the lower section of the ladder.
18. Extension ladders shall be used only as the manufacturer intended. Component parts of different ladders shall not be integrated.
19. Portable straight ladders shall have safety feet or be appropriately secured at the base
20. The employee shall not use the backside of a stepladder for climbing, unless the stepladder is designed for such use.
21. The top step and cap of a stepladder shall not be used to stand on.



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Section No: 42

Page 4 of 5

22. Stepladders shall not be used as straight ladders by leaning them against a wall or other support.
23. Stepladders shall be opened fully and the spreaders shall be locked while in use.
24. Each leg of a stepladder shall be in contact with solid footing.
25. Ladders should be stored in such a manner as to provide ease of access and inspection.
26. Ladders shall be handled with reasonable care and not be subjected to deliberate dropping or misuse.
27. Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.
28. Ladders shall be used only for the purpose for which they were designed.

6.0 TRAINING

PPP shall provide training for employees that use stairways and ladders. The training shall enable each employee to recognize hazards related to stairway and ladder use, and provide procedures to be followed to minimize these hazards. Training shall include, as applicable:

1. The nature of fall hazards in the work area;
2. The correct procedures for erecting, maintaining and disassembling the fall protection systems to be used;
3. The proper use, placement and care in handling of ladders;
4. The maximum intended load-carrying capacities of ladders that are used; and
5. The requirements of this section.

Employee stairway and ladder safety training shall be accomplished by:



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Section No: 42

Page 5 of 5

1. Review of the PPP Orientation Manual, where ladder safety is included in Safety Guidelines;
2. The use of PPP's Pre-Task Plan for Safety, whereby crew foremen point out potential hazards and safe work practices and procedures when assigning a task to employees;
3. The use of the PPP Job Safety Analysis (JSA), whereby a job sequence is assessed for potential hazards, and safe actions, procedures and equipment are recommended. This information is passed along to employees by conducting a special safety meeting to review the JSA or by incorporating a JSA review into the Weekly Site Employee Safety Meeting; and
4. The Weekly Site Employee Safety Meeting where, at least annually, stairway and ladder safety is the primary topic.

7.0 RELATED FORM

PPP Form S.LIL.1 - Ladder Inspection Log is provided with this section for situations where documentation of ladder inspections may be required or incorporated into a site-specific safety plan. Please find attached:

- [Form S.LIL.1 - Ladder Inspection Log](#)

REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
1	Revised to meet current standards	George Newton	Safety	1/7/2011
	Program reviewed and Revision History added		GMN	4/16/2014