



Ladder and Work Stand Safety

1. Purpose

This chapter provides policies, responsibilities and procedures for the inspection and safe use of ladders and work stands throughout The City of Hot Springs.

2. Responsibilities

a. Supervisors:

(1) Have all ladders and work stands inspected before each use. Where structural damage or other hazardous defects are found, the ladder or work stand shall be tagged or marked “Danger, Do Not Use” and taken out of service for repair or destruction. Inspections shall address the following

- Loose or broken steps or rungs
- Excessively dented rungs.
- Broken, split, or cracked rails.
- Rail dents, or bends.
- Loose nails, screws, bolts, rivets, rung-to-side-rail connections, or hardware connections.
- Missing, broken, or damaged safety shoes, casters/wheels or locking devices.
- Loose, bent, or broken hinges or spreaders on stepladders.
- Defective locks on extension ladders.
- Deteriorated or broken ropes or sheaves on extension ladders.
- General serviceability.
- Excessive corrosion to welds and structure.
- All welds are in good condition.
- Hinges are in good operational condition.
- All movable parts are in good condition.
- Check for missing parts and accessories (nuts, bolts, locking pins, side rails, lanyards, etc.).
- Wheels, casters, locking devices, etc., are in good working condition.
- Wheel brakes (if equipped) are in good operational condition.
- All surfaces are free of grease, oil, standing liquid, or other slippery materials.

(2) Provide instruction for personnel in the safe use and care of ladders and work stands.

(3) Ensure ladders and work stands are used and maintained IAW the requirements of this Policy.

(4) Perform an initial inspection of all new ladders prior to issuing ladders.

(5) Remove and replace all defective ladders from their CCs.

b. Health and Safety Office:

(1) Inspect ladders and work stands during regular inspections to ensure compliance with this Policy.



(2) Provide technical assistance and training, as needed, to supervisors and other personnel to ensure they are competent in inspection procedures and the safe use of ladders and work stands.

3. Requirements

a. The Procurement or Construction of Ladders and Work Stands Shall be IAW the Following:

- Portable Wood Ladders: ANSI A14.1-2000, Safety Requirements for Portable Wooden Ladders (IHS) and OSHA 29 CFR 1910.25.
- Portable Metal Ladders: ANSI A14.2-2000, Safety Requirements for Portable Metal Ladders (IHS) and OSHA 29 CFR 1910.26.
- Fixed Ladders: ANSI A14.3-2000, Safety Requirements for Fixed Ladders (IHS) and OSHA 29 CFR 1910.27 (29 CFR 1910.27).
- Fiberglass Ladders: ANSI A14.5-2000, Safety Requirements for Fiberglass Ladders (IHS).
- Portable Reinforced Plastic Ladders: ANSI 14.5-1982 (IHS).

b. Use of Portable Ladders.

(1) Portable and extension ladders shall be placed at a safe angle (the distance from the foot of the ladder to the wall or object against which it is leaning shall be approximately $\frac{1}{4}$ the length of the ladder). The ladder shall be so placed as to prevent slipping or it shall be lashed or held in position.

(2) Ladders used to gain access to roofs shall extend at least three ft. above the point of support or roof line.

(3) Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.

(4) Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.

(5) Ladders shall not be tied or fastened together to provide longer sections.

(6) Non-conductive ladders shall be used by electrical maintenance personnel or other personnel working in the vicinity of live electrical wiring.

(7) Tops of ladders or stepladders shall not be used as steps.

(8) When it is necessary to place ladders in front of doors which open toward the ladder, adequate means shall be taken to block, lock or guard the door and to divert traffic.

(9) Users of ladders/work stands shall make a visual inspection prior to each use to ensure it is in a safe and serviceable condition. Defective ladders or work stands shall not be used.

(10) Improvised or make-shift ladders shall not be used.



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- (11) Ladders made by fastening cleats across a single rail shall not be used.
- (12) When ascending or descending, the climber must face the ladder and use three-point contact.
- (13) Straight ladders used to gain access to working areas or used as a working surface shall be used only when a stepladder cannot be used.
- (14) Portable straight ladders shall be equipped with non-slip ladder shoes or otherwise secured against slipping. Extension sections of extension ladders shall not be used as separate portable ladders unless they are equipped with non-slip shoes or are securely fastened.
- (15) Portable ladders shall be placed so that the side rails have a secure footing. The top rest shall be reasonably rigid and have ample strength to support the applied load.
- (16) To support the top of a ladder at a window opening, a board shall be attached across the back of the ladder, extending across the window, and providing firm support against the building walls or window frames.
- (17) Ladders shall not be used for other than their intended purposes.
- (18) Two-section extension ladders shall have a minimum overlap (See Appendix B)
- (19) Portable rung ladders with reinforced rails shall be used only with metal reinforcement on the underside.
- (20) Stepladders shall be used only when completely opened and placed on a firm level surface.
- (21) Straight or extension ladders shall be securely tied in position prior to commencing work.
- (22) Ladders shall not be climbed by more than one person at a time.
- (23) At least two persons shall be assigned to jobs requiring work at elevated levels.
- (24) When an employee is required to climb from a ladder onto beams or other exposed locations, a lifeline shall be worn and properly anchored.
- (25) Ladders shall not be placed close to live electrical wiring or against any operational piping (acid, chemical, sprinkler system, etc.).
- (26) Ladders must not be used outside during strong winds.

c. Care and Maintenance of Portable Ladders.

(1) Ladders shall be stored in or on racks designed to protect the ladder when it is not in use. These racks must have sufficient supporting points to avoid sagging. Material shall not be placed on ladders while in storage. Untreated wooden ladders shall not be exposed to the elements and must not be stored in damp places.



(2) Ladders shall be maintained in good condition at all times. The ladder shall be inspected prior to every use. Working parts and rung/step-to-side connections shall be checked. Where structural damage or other hazardous defect is found, the ladder shall be taken out of service.

(3) Metal bearings of locks, wheels, pulleys, etc., shall be frequently lubricated.

(4) Frayed or badly worn rope shall be replaced.

(5) Safety feet and other auxiliary equipment shall be kept in good condition.

(6) Rungs shall be kept free of grease, oil, and other slippery materials.

(7) Ladders dropped or tipped over shall be inspected for dents, bends, or cracks on side rails, rungs or steps. All rung/step-to-side-rail connections shall be checked, as well as hardware connections, rivets (for shear), and all other components.

(8) Ladders exposed to excessive heat, as in the case of fire, shall be inspected visually for damage.

(9) Wooden ladders shall not be painted except for a minimum amount needed for identification or warning, and then on only one face of the side rails. Wooden ladders may be coated with a transparent, non-conductive finish such as varnish, shellac, or a clear preservative.

d. Care and Maintenance of Work Stands.

(1) Work stands shall be maintained in good condition at all times. Platforms are interpreted to be any elevated surface designed or used primarily as a walking or working surface and any other elevated surface upon which employees are required or allowed to walk or work while performing assigned tasks on a predictable and regular basis.

(2) Supporting structures and connections for guard rails, steps, and platforms shall be tight and secure. Every open-sided floor, or platform four ft. or more above adjacent floor or ground level shall have a standard railing and toe board. The standard railing shall consist of a top rail, intermediate rail and posts and shall have a vertical height of 42 inches (in) nominal from upper surfaces of top rail to floor, platform, runway or ramp level. The intermediate rail shall be halfway between top rail and floor, platform runway, or ramp. The ends of the rails shall not overhang the terminal posts except where such overhang does not constitute a projection hazard.

(3) Casters/wheels and locking devices to prevent movement shall be maintained in a safe and operable condition.

(4) Steps shall be kept free of grease, oil, or other slippery materials.

(5) Screw down stabilizers (if equipped) is fully engaged.

(6) All side rails are in place.



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- (7) All side rail locking pins are engaged and secured to the stand with a lanyard.
- (8) All swing gates are in a closed position and secured in place.
- (9) All surfaces are free of grease, oil, standing liquid, or other slippery materials.