 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140-017.Ladders	
			Initial Issue Date	03/02/2017
LADDER SAFETY			Revision Date:	10/02/2017
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Purpose:

The objective of this standard is to provide guidelines to NEW Organic Digestion, LLC employees in the safe use of ladders, and to reduce the risk of injury to themselves and others while working on ladders or elevated areas that are greater than 6 feet above ground level.

Every effort will be made to complete job assignments from safe work platforms, preventing the exposure of employees to potential fall hazards. Fall hazards that cannot be eliminated shall be controlled and minimized through engineering controls, work practices and fall protection systems.

Scope

This standard applies to all employees, contractors or subcontractors that may use ladders.

Ladder Inspections

Ladders shall be visually inspected before and after use.

Ladder defects include, but are not limited to:

- Structural defects-such as bent, broken or missing rungs, fillers, or steps, broken or split rails, corroded components, or other faulty or defective components
- Such ladders shall be immediately removed from service and tagged with **“DANGEROUS-DO NOT USE”** sign/tag and immediately reported to your supervisor or a designated competent person
- Such ladders are to be returned to the central tool area for proper disposal or repair by personnel trained to manufacturers standards. The ladder shall be destroyed prior to disposal

When ladders are returned to a central ‘tool room’ for storage, they shall be thoroughly inspected before release to any job. Ladders with defects shall be tagged for non-use if stored, then appropriately disposed.

Ladder Use and Transportation


Choosing the Proper Ladder

Before a ladder is used, it shall be determined that a ladder is the best device to use. Scaffolds and mechanical lifts may be a better choice for certain situations. Once a ladder has been determined to be the best option, the proper ladder shall be chosen.

Ladders shall be chosen in accordance with the job to be performed. Choose ladders based on the ladders rated strength, usable height and load specification. The combined weight of the user, their tools and materials shall not exceed the rating of the ladder. Each ladder shall have a duty rating displayed on a label affixed to the ladder.

Transporting

Two employees should carry stepladders over 10 feet, and straight/extension ladders 20 feet or greater in length.

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Any ladder less than ten feet (10') in length can be carried by one employee when supporting the ladder in the middle and to his/her side.

Ladders stored on/in vehicles shall be secured from movement at both ends. Materials used to secure such ladders shall be properly sized and inspected for decay before use and discarded if in disrepair.

Ladders projecting more than three (3) feet from the vehicle body shall be marked with a red 'flag'.

Pre-Setup Rules

All ladders shall be placed on firm, stable footing.

If the ladder is positioned by a door or walkway, ensure that the door is locked or the walkway is barricaded to prevent collisions.

Keep ladders at least ten feet (10') away from energized power lines (all personnel shall be trained and instructed to watch for overhead power lines before erecting any ladder).

When using portable extension ladders, identify (before setup) the best location that allows for the proper securing of the ladder at the base and/or top.

If work is to be performed while employees are directly beneath the ladder, position the ladder away from the work, or contact your immediate supervisor to notify them of the scenario before commencing work. Barriers and/or warnings should be posted while working on a ladder in any high-traffic areas.

Setup and Use

Portable Step Ladders

Ensure that the folding cross braces are locked in the proper position.

Ensure that the bottom areas of the ladder are kept clear and free of debris.


Ensure that a portable stepladder is never utilized as a straight or extension ladder (for example, leaning it against an object when climbing).

Place the top step directly under, or slightly in-front of, the intended work area.

It is a best practice to have someone hold any ladder over twelve feet (12') in height while ascending/descending/performing work.

Where possible, do not work with the side rails facing the working surface.

Never climb the backside of a ladder, straddle or sit on the top step.

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Never stand on the top step or top of a step ladder.

Portable Straight and Extension Ladders

Place a straight or extension ladder at an angle of 4:1. For every 4 feet of height, the base of the ladder should be out 1 foot (i.e., one horizontal foot from the support point). With the ladder already leaning at an angle against the surface, place your feet at the feet of the ladder and extend your arms straight. Move the ladder until the point where the palms of your hands meet a rung. At this point the ratio should be approximately 4:1.

Ensure that both side rails make contact with the structure at the bearing point. If this is not possible, use a cross brace to distribute the load to both side rails.

For ladders up to thirty-six feet (36') in length, ensure that the ladder overlaps the adjacent section by at least three feet (3') (approximately three rungs). Further overlap adds stability. For ladders over thirty-six feet (36'), check the current OSHA standards.

Ensure that a straight or extension ladder is never placed in a horizontal position as a substitute for a scaffold or a runway between two elevated locations.

Ensure that a straight or extension ladder is never placed directly against a windowpane or sash.

Ensure that the top and bottom areas of the ladder are kept clear and free of debris.

The top end of the ladder should extend 3 feet (3') above the upper landing and tied off at the top to some secure point.

Never use a single section of an extension ladder, the two sections must remain together as they are not designed to be used on their own.

Fixed ladders

Ladders 24 feet and longer shall be provided with cages, wells, ladder safety devices, or self-retracting lifelines regardless of the climbing distance.


Top and bottom areas of the ladder should be kept clear and free of debris.

Ladder rungs shall be at least seven inches (7") from the wall to which the ladder is attached.

General Rules for Use of Any Style/Type Ladder

All ladders shall only be used as specified by the manufacturer.

Ladder rungs/steps/cleats shall be parallel, level, and uniformly spaced when the ladder is in position for use.

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Never jump from or onto any ladder. Never slide down a ladder.

Remove any ice, snow, mud or other slippery substance from the rungs/steps.

Always use the 3-point rule when climbing up or down. At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.

Ladders cannot be moved, shifted or extended while employees are on them.

Always face the ladder when ascending or descending.

If tools are needed, they should be carried in a tool belt or pulled up with a rope once the employee has reached his/her destination.

When ascending or descending, tools/equipment/supplies that cannot be readily carried in a tool pouch shall be handled by another employee on the ground or lowered/raised to/from the ground by the employee on the ladder once positioned safely on the ladder.

Do not store tools or materials on the top of ladders.

Do not lean out from the ladder in any direction. This type of action could cause the user to lose balance and fall. With a properly positioned ladder the work should always be directly in front of you.

Wear slip resistance footwear for climbing/descending, such as work boots.

Do not use the top two steps of a portable stepladder and the top four rungs on other ladders. Those steps/rungs are necessary for balance only. Obtain a larger ladder if more height is needed.

Always climb slowly with your weight centered between side rails.

Never join two short ladders to make a longer one. The side rails will not be strong enough to support the extra load.


A double-cleated ladder or two or more separate ladders shall be provided when ladders are the only mean of access or exit from a working area for 25 or more employees, or when a ladder is to serve simultaneous two-way traffic.

Employees shall provide and install all stairway and ladder fall protection systems.

Maintenance and Storage

Maintenance

Ladders should never be painted (other than for property marking) because paint may hide defects that could lead to ladder failure.

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Storage

Never store ladders in such a way that they present a tripping hazard or could potentially fall on employees.

Keep ladders in areas where they will not encounter oil, grease or other slipping hazards.

Store and secure ladders in a safe and dry place, out of direct exposure to the sun and other weather elements whenever possible.

TRAINING

Employees who might be exposed to fall hazards shall be thoroughly trained before using fall protection equipment. Training will be refreshed at regular intervals and after any regulatory changes, fall protection equipment changes or any substantial changes to the setup and arrangement of the workplace. Training will include but will not be limited to:

- Recognition of fall hazards
- Basic fall protection systems
- Proper procedures for erecting, maintaining, disassembling and inspecting fall protection equipment
- Selection, use and limitations of fall arrest systems
- Basic scaffold use
- Industry-related standards
- Employees' role in fall protection plans

OTHER REQUIREMENTS

Insubordination regarding this standard will be dealt with as per NEW Organic Digestion, LLC's Disciplinary Program.