1. Purpose
   a. To ensure the safety of the Faculty, Staff and Students with the use of Ladders. To Comply with the OSHA 29 CFR Regulation on Ladders.

2. Scope

3. Responsibilities
   a. All SUNY Plattsburgh Employees must follow this policy.

4. Definitions

5. Procedure:
   a. Ladders:
      i. Maintain ladders free of oil, grease and other slipping hazards.
      ii. Do not load ladders beyond their maximum intended load nor beyond their manufacturer's rated capacity.
      iii. Use ladders only for their designed purpose.
      iv. Use ladders only on stable and level surfaces unless secured to prevent accidental movement.
      v. 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.
      vi. 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.
vii. Keep areas clear around the top and bottom of ladders.

viii. Do not move, shift or extend ladders while in use.

ix. Use ladders equipped with nonconductive side rails if the worker or the ladder could contact exposed energized electrical equipment.

x. Face the ladder when moving up or down.

xi. Use at least one hand to grasp the ladder when climbing; always maintaining three points of contact.

xii. Do not carry objects or loads that could cause loss of balance and falling.

xiii. Ladders shall be capable of supporting the following loads without failure:

1. Each self-supporting portable ladder: At least four times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load.

2. Each portable ladder that is not self-supporting: At least four times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladders shall sustain at least 3.3 times the maximum intended load.

3. Each Fixed ladder: At least two loads of 250 pounds (114 kg) each, concentrated between any two consecutive attachments (the number and position of additional concentrated loads of 250 pounds (114 kg) each, determined from anticipated usage of the ladder, shall also be included), plus anticipated loads caused by ice buildup, winds, rigging, and impact loads resulting from the use of ladder safety devices.

b. Stepladders

i. Do not use the top or top step of a stepladder as a step.

ii. 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.

iii. Metal spreader or locking devices must be provided on stepladders to hold the front and back sections in an open position when ladders are being used.

c. Portable Ladders

i. Portable wooden ladders are NOT permitted on campus.

ii. When used for access to an upper landing surface, the ladder side rails shall extend at least 3 feet above the upper landing surface to which the ladder is used to gain access.

iii. The minimum clear distance between side rails for all portable ladders must be 11.5 inches (29 cm).

iv. In addition, the rungs and steps of portable metal ladders must be corrugated, knurled, dimpled, coated with skid-resistant material or treated to minimize slipping.

v. Non-self-supporting and self-supporting portable ladders must support at least four times the maximum intended load; extra heavy-duty type 1A metal or plastic ladders must sustain 3.3 times the maximum intended load. To determine whether a self-supporting ladder can sustain a certain load, apply the load to the ladder in a downward vertical direction with the ladder placed at a horizontal angle of 75.5 degrees.
vi. When portable ladders are used for access to an upper landing surface, the side rails must extend at least 3 feet (.9 m) above the upper landing surface. When such an extension is not possible, the ladder must be secured and a grasping device such as a grab rail must be provided to assist workers in mounting and dismounting the ladder. A ladder extension must not deflect under a load that would cause the ladder to slip off its supports.

vii. Ladders shall be maintained free of oil, grease, and other slipping hazards.

viii. Portable metal ladders must be marked with signage reading “CAUTION: Do not use around electrical equipment” or similar wording.

d. Defective Ladders

i. Ladders needing repairs are subject to the following rules:

ii. 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.

iii. 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.

iv. 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.

v. Ladder repairs must restore the ladder to a condition meeting its original design criteria before the ladder is returned to use.

e. Ladder Inspection

i. Make sure that the feet are not broken and they work well. Also make sure that the slip-resistant pads of the feet are secure.

ii. Check the ladder parts for cracks, bends, splits, breaks, rust or corrosion.

iii. Check to see that the steps, rungs, rails, pail shelf and top are tight and secure.

iv. Make sure the rung locks and the spreader braces are working.

v. The ladder’s weight rating is clearly visible on the ladder.

vi. For extension ladders, make sure that the rope and pulley works are not frayed.

vii. Make sure that all bolts and rivets are properly and securely attached and free from excessive wear.

viii. Make sure that all rung locks and other movable parts are oiled and greased as needed and secure.

ix. Check the steps, rungs and other ladder parts to be sure they are free of oil, grease and other materials.

x. Never use a damaged ladder. Instead tag it as “defective” and have it destroyed.

f. Training Requirements

vi. Employers must train all employees to recognize hazards related to ladders and stairways, and instruct them to minimize these hazards. For example, employers
must ensure that each employee is trained by a competent person in the following areas, as applicable:

vii. Nature of fall hazards in the work area; Correct procedures for erecting, maintaining and disassembling the fall protection systems to be used;
viii. Proper construction, use, placement and care in handling of all stairways and ladders; and Maximum intended load-carrying capacities of ladders used.
ix. Note: Employers must retrain each employee as necessary to maintain their understanding and knowledge on the safe use and construction of ladders and stairs.
x. Ladders may not be lent to contractors or other non-employees.
xi. Hand out Ladder Safety Brochure to trainee(s).
xii. Appendix A: Must be completed and returned to the safety office after training is completed.
Training Certificate
Ladder Safety

Participant: ________________________                Date of training: _____/___/_____  
(Please print full name)

Department: ________________________

I have reviewed this training information under the supervision of the trainer listed below. I understand that I can contact OSHA if I have any questions regarding this training information.

__________________________________                      _____/____/____  
Participant’s Signature                                                           Date

I have trained this individual in ladder safety using this document. The participant has demonstrated an understanding of the information in this document.

__________________________________  _____/____/____
Trainer’s Signature                                                                  Date

__________________________________
Trainer's Name (Printed)

Major Points:
• Choose the right ladder for the job.
• Always inspect ladder before use. (Steps/rungs, rails, labels, run locks, rope/pulley, pail shelf, top, spreaders, hardware, bracing, shoes, rivets, rust/corrosion, other).
• Stand your ladder on flat ground.
• Do not stand on the top two steps of a ladder.
• Stand in the center of a ladder rung and maintain three points of contact at all times.
• Never use a folding ladder when it is closed. Open the ladder and press sides into place.
• While on a ladder, do not reach to the side.
• Only one person at a time on a ladder.
• While on a ladder, do not push or pull anything.
• Never use metal ladders around exposed electrical wiring, they conduct electricity. Any type of ladder should be kept ten feet from overhead power lines.
• Store ladders on racks in areas with good ventilation, no tripping hazards, no nearby sources of heat or moisture, and areas where it is easy and safe to remove when needed.
• Ladders should extend three feet beyond the edge of a trench or roof.

Return original form to:
Environmental Health & Safety Department
Sibley Hall, Room 421

Retain a copy for your records