


Facilities Management
Ladder Safety Program Standard Operating Procedures

SOP #:	EHS-007	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
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1. PURPOSE

Colorado State University-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. CFR 1926. 1950-1960 Subpart X contains specific information on these rules. All employees or students who might be expected to use a ladder during the course of work should be familiar with this document. This standard operating procedure covers all types of ladders, including step, extension, and fixed ladders. Ladder users must be able to recognize and avoid ladder hazards and be aware of safe practices in setting up, storing, moving and working from this equipment.

2. RESPONSIBILITIES

2.A. Environmental Health and Safety will be responsible for:

- 2.A.1. Providing basic ladder safety training information available to all departments.
- 2.A.2. Maintaining records of all ladder safety training.

2.B. All Supervisors and Building Proctors will be responsible for:

- 2.B.1. Assuring all staff and students at CSU-Pueblo who may use a ladder read and understand this SOP.

2.C. All ladder users will be responsible for:

- 2.C.1. Check that any ladders being used are free from defects and all the moving parts are working properly.
- 2.C.2. Contacting the Facilities Department and/or Utility companies as needed for repairs.
- 2.C.3. Attending ladder safety training.

3. DEFINITIONS

- 3.A. CFR – Code of Federal Regulations
- 3.B. FIXED LADDER – A ladder that cannot be easily moved or carried and may be an integral part of a structure.

4. PROCEDURES

- 4.A. All CSU-Pueblo employees and students who use ladders should have Ladder Safety Training.
- 4.B. Ladder Safety Training will consist of recognition of possible hazards associated with ladder use, proper maintenance and safety precautions to be taken when using ladders.
- 4.C. All employees and students who use ladders at CSU-Pueblo must inspect them for defects or possible hazards before the ladders are used. Ladders with loose parts or faulty rungs should be taken out of service immediately.
- 4.D. Safe Ladder Setup
 - 4.D.1. All ladders must be placed on firm ground.
 - 4.D.2. Do not set ladders on boxes, blocks or other objects that might move.
 - 4.D.3. Do not lean or reach out while standing on ladders.
 - 4.D.4. Secure ladders whenever a danger of slippage might occur.

4.D.5. Do not use ladders in high wind or during inclement weather conditions.

4.D.6. Never set up ladders in front of or around doors, unless the door is posted or locked.

4.D.7. Do not sit on ladders.

4.D.8. Use safety shoes or other rubber sole shoes when climbing a ladder.

4.E. Climbing and Standing on Ladders Safely

4.E.1. Always face a ladder when climbing up or down.

4.E.2. Avoid carrying materials or tools when climbing a ladder. Climb the ladder first then pull up the materials with a rope.

4.E.3. Rungs and steps should be clear of grease, oil, wet paint, snow, and ice before climbing.

4.E.4. Do not climb onto a ladder from the side.

4.E.5. Do not slide down a ladder.

4.E.6. Climb or stand on a ladder with your feet in the center of the rung.

4.E.7. Do not stand on the top rung or step of a ladder.

4.F. Proper Use and Care of Ladders

4.F.1. Never use metal ladders near exposed electrical wires.

4.F.2. Place warning signs or setup barriers around a ladder before use.

4.F.3. Do not move a ladder while someone is on it.

4.F.4. Never use a ladder when under the influence of alcohol or prescription medications.

4.F.5. Do not leave tools or materials on top of ladders.

4.F.6. Only one person should be on a ladder at a time.

4.F.7. Do not use a ladder on a scaffold.

4.F.8. Do not try to rock a ladder to move it.

4.F.9. Store wood ladders where they will not be exposed to the elements.

4.F.10. Make sure ladders are properly secured when transported.

4.F.11. Do not paint wood ladders. Painting could hide potentially dangerous defects.

4.F.12. Remove defective ladders from service.

4.G. Step Ladder Safety

4.G.1. Never use a stepladder over 20 feet in length.

4.G.2. Always open a stepladder completely and make sure the spreader is locked before use.

4.G.3. Do not stand higher than the second step from the top of a step ladder.

4.G.4. Do not straddle a stepladder.

4.H. Extension Ladder Safety

4.H.1. The sections of an extension ladder should overlap enough to retain the strength of the ladder.

4.H.2. Never splice or tie two short ladders together.

4.H.3. When using a ladder for access to a landing, it must extend 3 rungs or 3 feet above the landing.

4.H.4. The top of an extension ladder should rest against a flat, firm surface.

4.H.5. Elevate and extend these extension ladders only from the ground.

4.H.6. When practical, secure extension ladders at both the base and the top.

4.I. Extension Ladder Setup

- 4.I.1. Lay the ladder on the ground when it is collapsed.
- 4.I.2. Have someone foot the ladder or make sure it is braced against something.
- 4.I.3. Pick up the ladder and walk it to an upright position, making sure it will not be obstructed by trees or wires.
- 4.I.4. Slide the bottom of the ladder outwards to the proper angle and set the feet correctly.
- 4.I.5. Then extend the ladder by pulling the extension line.
- 4.I.6. Make sure the rungs on the upper half of the ladder are properly secured by the locking mechanism.
- 4.I.7. If possible, tie the ladder off or have someone steady the ladder as you climb it.

4.J. Fixed Ladder Safety

- 4.J.1. Fixed ladders must be secured to the object they are attached to.
- 4.J.2. Fixed ladders over 20 feet must have a safety cage surrounding the ladder.
- 4.J.3. The safety cage should have 15" clearance to all points from the center.
- 4.J.4. Defects in fixed ladders should be repaired as soon as possible.
- 4.J.5. When a defect is not repairable the ladder must be taken out of service.