

LADDER INSPECTIONI. Purpose

The purpose of this bulletin is to define procedures for inspecting ladders.

II. Policy

All ladders are to be inspected formally once a week to insure that they are in safe and usable condition. In addition, it is the responsibility of each individual user to inspect ladders prior to each use.

III. Responsibility

The operating supervisor or equivalent is responsible for carrying out this procedure in his area.

IV. Scope

This bulletin covers all operating and non-operating areas at the Texas City plant including office buildings, laboratories, warehouses, shops, storerooms, etc.

V. Procedure

- 1) All ladders in the Texas City plant will be numbered in order to identify the ladder and its location. The number will be painted on the ladder and include both the location designation, plus the ladder number. As an example, ladders in acetic acid would be 50-1, 50-2, etc.
- 2) All ladders in each area will be inspected once a week along with other safety equipment.
- 3) A record that each ladder has been inspected will be kept by each department.
- 4) In addition to the formal weekly inspection, it is the responsibility of each individual user to inspect each ladder prior to use.
- 5) Any ladder found in an unsafe condition should be tagged, "Dangerous - Do Not Use," with a tag and should not be used until returned to a safe condition.

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6) A general checklist for inspecting ladders for defects is as follows:

- a) Are any rungs or steps loose.
- b) Are ladder shoes in good condition.
- c) Are there any cracked, split, broken or bent uprights, steps or rungs.
- d) Are there any loose screws or bolts.

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