

SECTION: SAFETY

DATE: 5-28-86

SUBJECT: LADDER SAFETY

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PLAINTIFF'S
EXHIBIT
CEL-648

PURPOSE:

To establish safety procedures for the use, care, and inspection of ladders.

POLICY:

All personnel will follow the following procedures for the use, care and inspections of ladders. Department, sections, etc. may have their own ladder policies which may be more comprehensive than this policy, but at a minimum, the procedures outlined below must be followed.

All purchased ladders will conform to the OSHA #1910.26 standards. Should it be necessary to construct a job-made ladder, careful attention should be given to the OSHA regulations on ladders found in OSHA Safety and Health Standards, General Industry, Revised 1983. Standard #1910.26.

PROCEDURES:

1. PLACEMENT

- a. Ladders shall not be placed in any location where they may be displaced by other work activities unless protected by barricades. The ladder base must be placed on secure footing and ladder safety shoes should be used.
- b. Ladders, other than stepladders, shall be tied or otherwise secured to prevent their being displaced. If a ladder is to be secured by tying at the top, the ladder must be held by someone until it is secure by tying
- c. Extension ladders should be set up by placing the base from the vertical structure equal to one-fourth the length of the ladder. No ladder should be used to gain access to a roof unless the ladder side rails extend no less than 36" above the point of support and both side rails must be against the structure at the point of support.

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- d. Stepladders of proper length must be used for the job so that the user is not required to stand on the topmost step. Enough of the ladder must extend above the step being stood on to allow the user something to hold for support. This does not apply to stepladders with less than 4 steps.
- e. Metal ladders shall never be used for energized electrical work or where there is any possibility of contact with electrical conductors. Non conducting material such as wood or fiberglass must be used.

2. MISUSES

- a. Ladders are not to be used in a horizontal position or as a platform, runway or scaffold. Ladders are not to be used as a brace skid, gin pole, etc.
- b. Ladders will not be tied together to provide longer sections. If they are designed for extension use they will be equipped with hardware fittings.
- c. When ascending or descending, the climber must always face the ladder.

3. STORAGE

- a. When ladders are not in use they should be stored in such a way as to provide easy access.
- b. An area in the Pilot Plant, Maintenance and Bldg 130 should be designated for ladder storage. Ladders should be returned to the storage area as soon as the job is complete. This applies to ladders available for general use.
- c. If stored horizontally, the racks should provide enough support to prevent sagging.
- d. Wooden ladders shall be stored where they will be protected from excessive heat and water.

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4. INSPECTION

- a. All ladders should be marked to identify department ownership.
- b. Ladders are to be inspected at least monthly by the owner. Any ladder with missing rungs, broken or split sides, worn safety shoes or any other defect shall be removed from service and tagged (DO NOT USE, DANGEROUS). Defective ladders will be repaired or destroyed. A record of the inspections should be kept for one year.
- c. In addition to the monthly inspections, each employee shall perform an inspection prior to using a ladder.

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