



Berry Bros. General Contractors, Inc.

(HSE) Health, Safety & Environmental Policies and Procedures Manual

Section # - 83

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LADDER SAFETY

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SUBPART A - PURPOSE

When working at heights, one way to gain access is by utilizing portable and fixed ladders. BBGCI understands that falls from portable ladders are a major hazard associated with our work scope. It is our duty to ensure this policy helps employees become aware of the possible hazards associated with ladders and the safe work practices needed to be implemented to help prevent ladder related incidents.

SUBPART B - TRAINING

BBGCI will provide a training program for each employee who utilizes ladders during their job scope. The program shall enable each employee to recognize hazards related to ladders, and shall train each employee in the procedures to be followed to minimize these hazards. **BBGCI** will ensure that each employee has been trained by a competent person in the following areas, as applicable:

1. The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used;
2. The proper construction, use, placement, and care in handling of all stairways and ladders;
3. The maximum intended load-carrying capacities of ladders and
4. The standards contained in the OSHA regulations.

Retraining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance with this section.



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SUBPART C - INSPECTION

All ladders shall be inspected prior to use and ladders in an unsafe condition shall not be used and immediately taken out of service. Ladders shall be inspected as per the regulations as follows:

1. Ladders shall be inspected by a competent person for visible defects.
2. Portable ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired.
3. Fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, or corroded components, shall be withdrawn from service until repaired. The requirement to withdraw a defective ladder from service is satisfied if the ladder is either:
 - a. Immediately tagged with "Do Not Use" or similar language;
 - b. Marked in a manner that readily identifies it as defective;
 - c. Or blocked (such as with a plywood attachment that spans several rungs).

SUBPART D – LADDER SAFETY

On a normal basis BBGCI will only utilize two types of ladders.

Portable Ladders

- Step Ladders
- Extension Ladders

Fixed Ladders

When using either type there are certain safety precautions that must be taken.

These include the following:

1. Use fall protection when applicable.
2. Get authorization from the area supervisor to perform elevated work.
3. Wear the appropriate clothing and footwear.
4. Properly secure tools and equipment so that both hands are free to maintain a 3-point contact with the ladder at all times. (Note: You should not carry tools in your hands while climbing a ladder.)



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5. If there is no tie off point for the ladder, a second person must be used to support the ladder.
6. Ladders may only be used on stable and level surfaces, unless secured at the top to a rigid support that will not be deflected to prevent accidental displacement.
7. If the ladder is being used by a door, the door should be locked or blocked.
8. Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways shall be secured to prevent accidental displacement, or a barricade shall be used to keep the activities or traffic away from the ladder.
9. The base of any ladder shall be free of any grease, oil or other slipping hazards. Slip resistant feet shall not be used in the place for care in placing, lashing, or holding a ladder that is on a slippery surface.
10. Never use metal ladders when electrical hazards are present, wooden or fiberglass ladders are acceptable in these situations.
11. Extend the top of the extension ladder three feet (3') past the upper level when the ladder is used to access a higher working platform.
12. The area around the access points of a ladder must be free of clutter and easily accessible.
13. The use of metal or conductive ladders are prohibited around live electrical equipment.
14. Only ladders or stepladders approved for electrical work shall be used near electrical circuits or powerlines.
15. The extension ladder must be sloped at an angle so that the base of the ladder is one foot away from the vertical plane for each rise of four (4') feet. 4:1
16. Only one person on a ladder at a time when either climbing or descending.
17. Employees should always face the ladder when performing work, ascending, or descending from the ladder.
18. Don't overreach when performing work from the ladder. Move the ladder over to get a better reach on the task at hand.
19. Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond their manufacturer's rated capacity.
20. Ladders shall be used only for the purpose for which they were designed.
21. Ladders may only be used on stable and level surface
22. Stepladder legs must be fully extended and locked in place prior to usage.
23. Ladders must not be moved, shifted or extended while occupied by employees.
24. The top or top step of a stepladder shall not be used as a step.
25. Ladders cannot be used in a horizontal position as platforms, runways, or scaffolds.



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- 26. Fall protection is not required when climbing up or down fixed ladders less than 6.1 m (20 ft), using three point contact.
- 27. OSHA requires fixed ladders higher than twenty (20) feet to be equipped with fall protection cages or other protective devices. Rest platforms must be provided every thirty (30) feet on the ladder.
- 28. Step Ladders cannot be longer than 20 feet.

SUBPART E – LADDER USAGE

Where working at heights is necessary you need to justify whether a ladder is the most suitable access equipment compared to other access equipment options (scaffolding, man lifts, permanent ladders or platforms, etc.). The working at heights rationale should consist of, but not be limited to, some of these questions:

- 1. Is a ladder the only alternative or just the easiest or most practicable?
- 2. What task are we expecting to be performed off the ladder?
- 3. What type of effort will be exerted from the ladder?
- 4. How long will it take?
- 5. What are the alternatives?
- 6. If using a ladder, can we mitigate the risk with tie-offs?

SUBPART F – USING A LADDER WITHOUT FALL PROTECTION

BBGCI personnel must use Fall Arrest above 1.8 meters (6 feet) if proper tie-off points exist and it is practical to do so.

If a fall arrest system is not available or reasonably practical to use (e.g., anchor point doesn't exist) a worker may work from a portable ladder above 1.8 meters (6 feet) without fall protection as long as it meets the "General Ladder Use Requirements" below:

- 1. The worker's center of balance is at the center of the ladder at all times even when an arm is extended beyond the side rails.
- 2. The worker maintains three-point contact whenever the worker extends an arm beyond a side rail.



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3. Work can be performed with both hands, as long as it is in the center of the ladder vertically, with feet securely on rungs, and leaning body or appendage against the ladder for additional support.

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