

**NUMBER 13.0 – LADDER AND SCAFFOLD SAFETY**

Number: 13.0

Issued: 8/2018

Revised: 1/2023

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**1.0 PURPOSE:**

To minimize the risk of injury to any employee using a portable ladder or scaffold.

**2.0 POLICY:**

Each Signature facility will inspect ladders quarterly. Scaffolding will be constructed in compliance with ANSI A10.8-2001: Scaffolding Safety Requirements.

**3.0 RESPONSIBILITIES:**

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
- B. It is the responsibility of all **Employees** to follow the requirements of this procedure.

**4.0 PROCEDURE:**

- A. The term "Ladder" in this procedure refers to both permanent and portable ladders which include: stepladders, extension ladders, trolley ladders (rolling staircase), trestle ladders, sectional ladders, fixed ladders and fire ladders.
- B. All portable ladders at the facility will be inspected at the start of each quarter using the "Ladder Inspection Checklist" (see attached). Completed Quarterly Inspection Checklists must be kept in a Safety Notebook or electronic folder at the facility. Checklists should be saved at the facility for the life of the ladder.
- C. Any ladder found in need of repair must be removed from service and immediately destroyed.
- D. Any scaffold erected in the facility must be inspected before use to ensure the equipment is in good repair and safe condition. All planks or boards used in connection with scaffolding will be inspected before each use to ensure they are sound, straight, and capable of supporting scaffolding weight plus four times the maximum intended load.
- E. Scaffolding shall be erected, moved, or dismantled only with the approval and supervision of the Facility Leader. Completed scaffolding must be inspected before the first use by completing the "Scaffold Inspection Checklist" (see attached). Completed Scaffold Inspection Checklists must be kept in a Safety Notebook or electronic folder at the facility. Checklists should be saved at the facility for two years after the project.
- F. Any employee on a scaffold must use proper fall protection. See procedure on fall protection.
- G. All employees who use ladders or scaffolds during the course of their work must be trained in the proper use of the equipment. Annual training will be conducted at the facility.
- H. Any time a portable ladder or scaffold is used, a secondary employee must be present. The second employee serves as an attendant to the base of the ladder to stabilize the ladder by holding the lower portion in place. Proper training will be conducted at the facility. This person assists in the movement of materials up and down the ladder while also keeping the area clear of other personnel. This employee must wear a hardhat while attending a ladder or scaffold.
- I. Barricades or other warning signs must be used if a portable ladder or scaffold is set up in an aisle, near a doorway, or in a blind corner.



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- J. When using a portable ladder, go no higher than the second step from the top (stepladders) or no higher than the third rung from the top (extension ladder).
- K. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

#### **5.0 ATTACHMENT / FORMS:**

- A. Ladder Inspection Checklist
- B. Scaffold Inspection Checklist

#### **6.0 PROCEDURE HISTORY**

Original Issue - 8/2018  
Revised – 10/2021  
Revised 1/2023



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#### ATTACHMENT A – LADDER INSPECTION CHECKLIST

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FACILITY: \_\_\_\_\_ YEAR: \_\_\_\_\_ LADDER NUMBER: \_\_\_\_\_

	QUARTER: _____		QUARTER: _____		QUARTER: _____		QUARTER: _____	
	INSPECTED BY: _____		INSPECTED BY: _____		INSPECTED BY: _____		INSPECTED BY: _____	
	INSPECTION DATE: _____		INSPECTION DATE: _____		INSPECTION DATE: _____		INSPECTION DATE: _____	
ITEM TO BE CHECKED	NEEDS REPAIR	CONDITION OK	NEEDS REPAIR	CONDITION OK	NEEDS REPAIR	CONDITION OK	NEEDS REPAIR	CONDITION OK
<b>GENERAL:</b>								
Loose steps or rungs (considered loose if they can be moved by your hand)								
Loose nails, screws, bolts, or other metal parts								
Cracked, split, or broken uprights, braces, steps, or rungs								
Slivers on uprights, rungs, or steps								
Damaged or worn nonslip bases								
<b>STEPLADDERS:</b>								
Wobbly (from side strain)								
Loose or bent hinge spreaders								
Stop on hinge broken								
Broken, split, or worn steps								
Loose hinges								
<b>EXTENSION LADDERS:</b>								
Loose or broken, or missing extension locks								
Defective locks that do not seat properly when the ladder is extended								
Deterioration of rope								
<b>TROLLEY LADDERS</b>								
Worn or missing tires								
Wheels that bind								
Floor wheel brackets broken or loose								
Floor wheels and brackets missing								
Ladders binding in guides								
Ladder and rail stops broken, loose, or missing								
Rail supports broken or section of rail missing								
Trolley wheels out of adjustment								
<b>TRESTLE LADDERS</b>								
Loose hinges								
Wobbly								
Loose or bent hinge spreaders								
Stop on hinge spreader broken								
Center section guide for extension out of alignment								
Defective locks for extension								
<b>SECTIONAL LADDERS</b>								
Worn or loose metal parts								
Wobbly								
<b>FIXED LADDERS</b>								
Loose, worn, or damaged rungs or side rails								
Damaged or corroded parts of cage								
Corroded bolts and rivet heads on inside of metal stacks								
Damaged or corroded handrails or brackets on platforms								
Weakened or damaged rungs on brick or concrete slabs								
Base of ladder obstructed								
<b>FIRE LADDERS</b>								
Markings illegible								
Improperly stored								
Storage obstructed								

\*\*Completed Forms Shall be Kept in the Safety Notebook or electronic folder at the Facility for the Life of the Ladder\*\*



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#### ATTACHMENT B – SCAFFOLD INSPECTION CHECKLIST

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Issued: 8/2018

Revised: 1/2023

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FACILITY: \_\_\_\_\_ PROJECT: \_\_\_\_\_ DATES OF PROJECT: \_\_\_\_\_

CONTRACTOR (IF APPLICABLE): \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ITEM	YES	NO	ACTION / COMMENT
1. Are scaffold components and planking in safe condition for use and is plank graded for scaffold use?			
loadings?			
3. Have competent persons been in charge of erection?			
4. Are sills properly placed and adequate size?			
5. Have screw jacks been used to level and plumb scaffolding instead of unstable objects such as concrete blocks, loose bricks, frame?			
7. Are all scaffold legs braced with braces properly attached?			
8. Is guard railing in place on all open sides and ends above 10' (4' in height if less than 45")?			
9. Has proper access been provided?			
10. Has overhead protection or wire screening been provided where necessary?			
11. Has scaffold been tied to structure at least every 30' in length and 26' in height?			
12. Have freestanding towers been guyed or tied every 26' in height?			
13. Have brackets and accessories been properly placed?			
14. Are all nuts and bolts tightened?			
15. Is scaffold free of makeshift devices or ladders to increase height?			
16. Are working level platforms fully planked between guardrails?			
17. Does plank have minimum 12" overlap and extend 6' beyond supports?			
18. Are toeboards installed properly?			
19. Have hazardous conditions due to powerlines been identified and addressed?			
20. Have personnel been instructed in the safe use of the equipment?			

**\*\*Completed Forms Shall be Kept in the Safety Notebook or electronic file at the Facility for two years after the completion of the project\*\***