

It is the policy of Climate Engineers to take every reasonable precaution in the performance of work to use ladders properly at all times.

It is the policy of Climate Engineers that all ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use. In addition, ladders are to be inspected by each worker before using the ladder. Defective ladders shall be tagged and removed from service. If you have any questions about ladder safety procedures, ask the Safety Manager for information.

GENERAL LADDER USE:

1. Ladders must be inspected prior to use.
2. Ladders must be in good condition, made of suitable material, of proper length, and of the correct type for the use intended. Ladders shall not be altered, modified, or attached to other ladders to extend their reach. Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use. Damaged ladders must never be used; they should be repaired by a qualified person or destroyed. In the event a ladder is discarded, it must be destroyed in such a manner as to render it useless. Another person must not be given the opportunity to use a ladder that has been deemed unsafe.
3. Ladders used near electrical equipment must be made of a nonconducting material (fiberglass or equivalent). For construction activities, ladders must be class 1 rated (heavy Duty) or higher.
4. Ladders shall be used only for the purpose for which they were designed.
5. Read and follow the manufacturer's instructions label affixed to the ladder. Only use ladders with sufficient load rating for the anticipated weight of the worker, tools, and materials. Ladders shall be used only for their designed purpose.
6. A portable ladder must not be used in a horizontal position as a platform or runway or by more than one person at a time, unless designed for such use. A portable ladder must not be placed in front of doors that open toward the ladder, unless locked or blocked to prevent use. Never set ladders on boxes, barrels, or other unstable bases. Ladders must not be used as guys, braces, or skids.
7. A ladder shall not be placed against a window or sash.
8. Ladders shall be placed on stable, level surface. When working from a ladder, the ladder should be positioned so that both feet can be maintained on the ladder steps and the body does not extend outside the side rails. Climate Engineers employees shall not be allowed to carry anything in their hands that could cause injury in case of fall and shall always face the ladder when ascending or descending, maintaining three points of contact. Tools must be carried in a tool belt or sling or raised with a hand line attached at the top of the ladder.
9. Remember to always "Look up, and Live" by checking the area for any exposed electrical devices or powerlines. Never use a ladder when any part of your body or materials will be within ten feet (10ft.) powerlines. Higher voltages may require greater distances - check with the local utility for recommended clearances.
10. All portable ladders shall be made of non-metallic, non-conductive materials Ladders shall be erected on a sound base and must have ladder safety feet affixed and in good condition.
11. When working on a ladder within 6 feet of a leading edge/floor opening, creating an additional fall exposure then fall protection is required regardless of working height.
12. Ladders shall not be moved, shifted, or extended while occupied. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
13. Keep ladder rungs clean of grease. Remove buildup of material such as dirt or mud.

14. If ladders have been exposed to fire, a corrosive environment, or excessive physical abuse, an inspection shall be performed by a designated person before the next use.

STEP LADDERS/A FRAME (Figure 1):

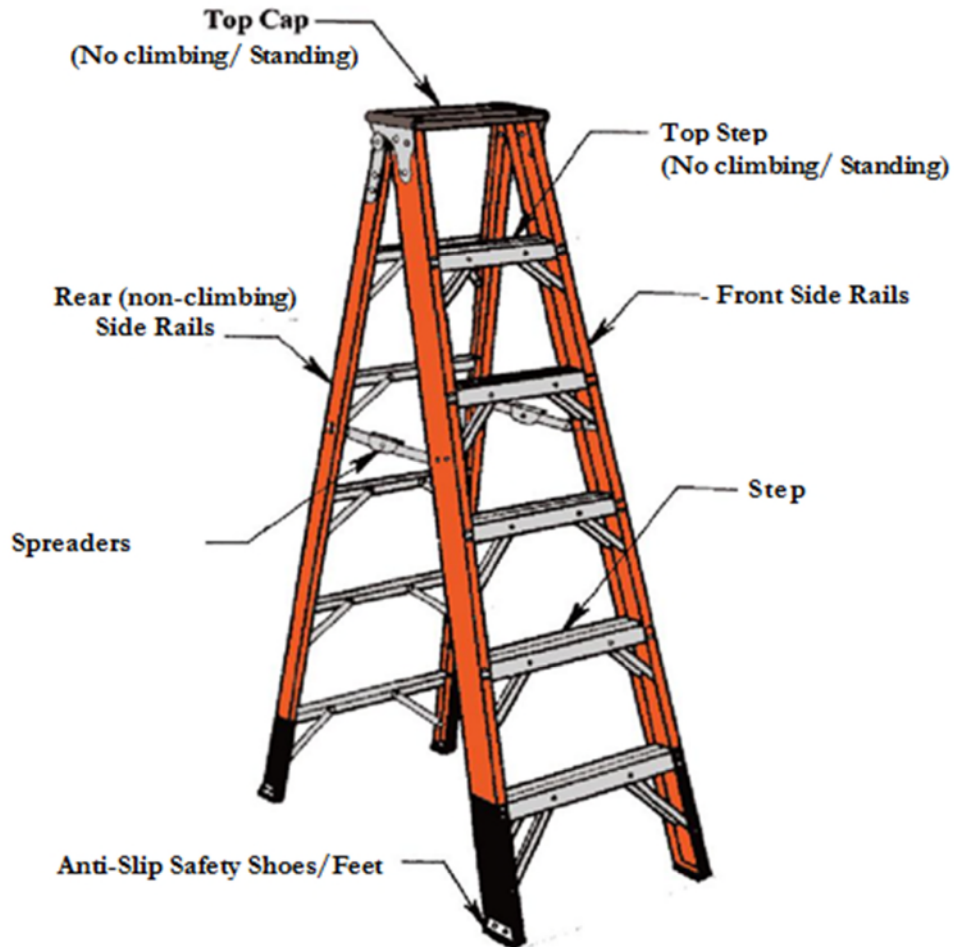
1. Care should be taken to avoid pinch points when opening and closing stepladders.
2. The height of a Stepladder/A Frame should be sufficient to reach the work station without using the top or next to the top steps.
3. 100% fall protection is required when using all A-frame step ladders, when working at heights of 6 feet or greater.
4. Cross-bracing on the rear section of stepladders shall not be used for climbing, unless the ladders are designed and provided with steps for climbing on both front and rear sections.
5. Never use an A Frame ladder as an extension ladder.
6. Never use an A Frame ladder in the closed position.

EXTENSION LADDERS (Figure 2):

1. Extension ladders must be held at their base by a second person while the first person climbs the ladder to tie it off. This includes the last trip down after untying a ladder at the top.
2. The proper angle (75-1/2 degrees) for an extension ladder can be obtained by placing the base of the ladder a distance from the vertical wall equal to one quarter of the vertical distance from base to top of ladder's resting point.
3. Extension ladders must be tied off to a fixed structure at or near the top prior to use to prevent side slip.
4. If ladder tie-off is not feasible, a second person can hold the ladder base to steady it while in use.
5. The top of a ladder used to gain access to a roof or upper level must extend at least 3 feet above the point of contact.

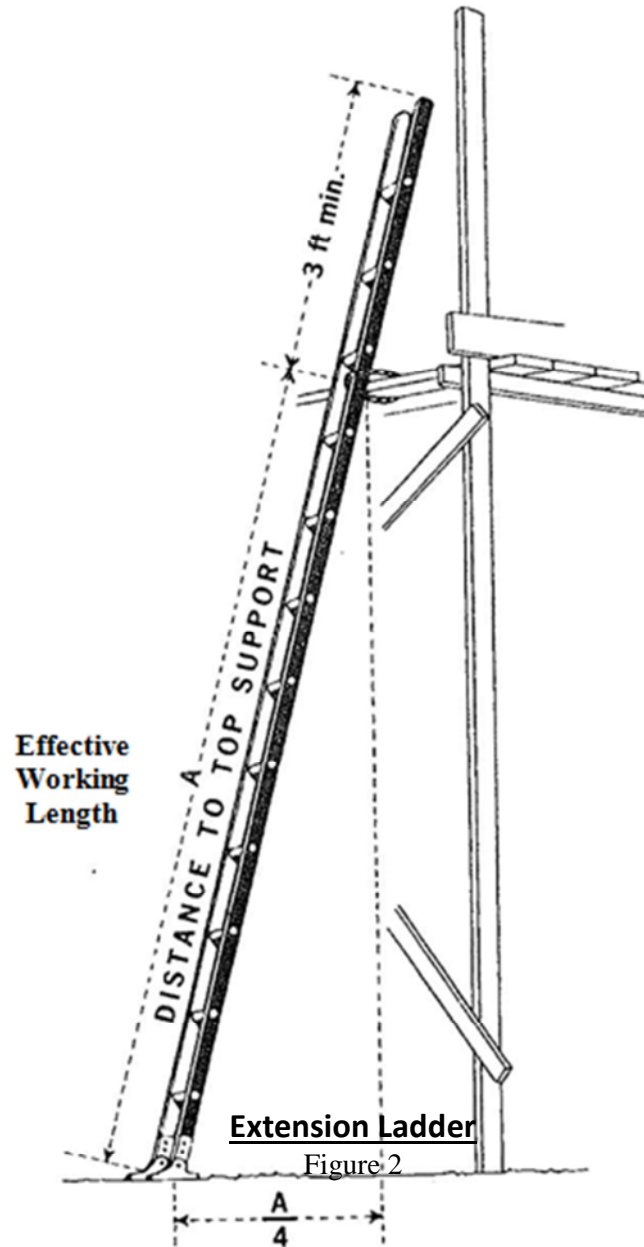
STORAGE:

1. When ladders are not in use, they should be stored horizontally, off of the ground, away from equipment, chemicals, or walkways. If they must be stored in a vertical position, they must be secured from falling.
2. Other materials must not be placed on the ladder while it is in storage.



Stepladder

Figure 1



OUR GOAL IS ZERO INJURIES IN THE WORKPLACE