*GBI Insulation* **Safety Program**

**Scope: To ensure the proper care and use of ladders to prevent falls, accidents , and injuries.**

**Procedure:**

1. **Wooden ladders must not be painted but shall be given several coats of water repellent in order to prolong the life of the ladder and to detect defects.**
2. **Portable rung and cleat ladders, where possible, will be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one quarter of the working length of the ladder.**
3. **The ladder shall be placed so as to prevent slipping and will be tied off with an approved rope (6’ long, ½” minimum diameter) or held by another person while in use.**
4. **The ladder will be held by another person while tying off or untying.**
5. **Any time an employee is working off a ladder, they must maintain three points of contact and their body must remain within the framework of the ladder. If three points of contact cannot be maintained, fall protection will be required when 10’ or more off the ground.**
6. **Stepladders will not require the tie rope but must never be used as a straight ladder. When working 10’ above the ground off of stepladders, the ladder must be held by an employee at the bottom of the ladder.**
7. **All ladders except stepladders must be equipped with slip-resistant feet.**
8. **Extension ladders must not be taken apart in order to use the two sections separately.**
9. **Metal ladders must never be used when there is a possibility of coming in contact with electrically charged circuits or equipment.**
10. **All ladders must be inspected for missing feet, broken or cracked rungs, rope attached or deterioration prior to each use. After a ladder has served its purpose, it must be returned to its rightful storage location. Any employee observing a ladder in hazardous condition should remove the ladder from service, place a “Danger” Tag on it, and report this condition to his/her supervisor. The employee must tag the ladder as “out of service” and take remedial action.**
11. **Training: Shall provide safety, health, environmental and job specific training for their job assignment.**
12. **The ladder side rails shall extend at least 3 feet (.9m) above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.**
* **Ladders shall extend 3' above top of upper landing surface and extension ladders placed at a 4:1 ratio.**

**Note: All fixed ladders will meet OSHA Regulation 1910.27 (:Any fixed ladder 20 feet in length or greater will be equipped with a cage.) Only one person is allowed on a ladder at any time.**