PURPOSE

The purpose of this program is to establish practical measures to prevent employees from being injured by falls from scaffolds and ladders. The Company will take all necessary steps to eliminate, prevent, and control fall hazards.

1. SCAFFOLDING SAFETY

Supervisors of all employees who will work from scaffolds will ensure the following procedures are taken:

1. Comply with the current and proposed OSHA regulations for working with scaffolds;
2. Assure that design and construction of scaffolds conform to OSHA requirements;
3. A Competent Person shall inspect all scaffolds, scaffold components, and personal fall protection equipment before each use, and periodically during use. *Note: Competent Person duties shall include training, building and the use of scaffolds for all workers who use any type of suspension scaffold or fall protection equipment*;
4. Follow scaffold manufacturer’s guidance regarding the assembly, rigging, and use of scaffolds.
5. Provide fall protection equipment and make sure that it is used by all workers on suspension scaffolds;
6. Scaffolds and their components must be capable of supporting without failure, at least four (4) times the maximum intended load.
7. Each platform and/or walkway must be at least 18 inches wide.
8. Scaffold planks, decking or platforms must be placed so that any space between parts does not exceed 1 inch.
9. Scaffold planks must be cleated and must extend over their end supports more than 14”.
10. The front edge of a platform CANNOT be more than 14 inches from the face of the work… unless a guardrail or personal fall arrest system is used.
11. Each end of a platform (10 feet or less) must not extend over its support more than 12 inches. Platforms over 10 feet cannot extend over 18 inches.
12. Materials being hoisted onto scaffolds must have a tag line attached thereto.
13. Toe boards must be in place to offer protection to other employees from objects falling overhead.
14. Only treated or protected fiber rope should be used for or near any work involving the use of corrosive substances or chemicals.
15. Equipment found to be defective and/or incapable of safely supporting scaffold users shall be tagged by a Competent Person with the appropriate warning and shall be adhered to by all personnel. Such tag or labeling shall coincide with the following:

**“DANGER”**

**DO NOT USE**

**SEE SUPERVISOR OR**

**SAFETY MANAGER**

**FOR DETAILS**

1. LADDER SAFETY

Supervisors of all employees who will work from ladders will ensure that the following safe work procedures are taken:

1. All ladder rungs shall be uniformly spaced to meet OSHA & ANSI specifications.
2. Ladder shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use. Any defective 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. Ladder rungs, cleats, and steps shall be parallel and level when the ladder is in position for use.
4. The ladder base should remain on a firm, secure and level surface, with both legs equally supported. Boxes, bricks, barrels, etc., should not be used as a means of support or to gain height.
5. When ladders are used for access to upper levels, the top of the ladder must extend above the point of support at the platform. This will provide a hand-hold while stepping from the ladder to the platform. Extension ladders shall be extend approximately three (3) feet beyond the landing, using an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder (4:1 ratio). 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
6. Ladders shall not be loaded beyond the maximum intended load for which they were built or beyond the manufacturer's rated capacity.
7. Ladders must not be used as a brace, lever, platform, scaffold board, walkway, material hoist, or any other use for which it is not designed.
8. Always carry small tools or other work material in a tool belt to prevent injury in the event of a fall as well as face the ladder when ascending or descending ladders. Keep your hands free to hold onto the ladder. Keep both feet on the same rung when working from the ladder.
9. When using stepladders, ensure that ladder fixed supports are fully opened and locked into place before ascending. Never stand above two (2) rungs from the top.
10. Ladders should always be tied to a firm structure to secure them for normal use. Tying off near the top is required and doing so near the bottom is advisable as well. Another individual shall support ladder until tie is secured.
11. Only one person may climb a ladder at a time. Employees should wear shoes, which have a “well-defined” heel before ascending a ladder.
12. Aluminum ladders should not be used around electrical equipment. Use only wooden or fiberglass ladders around electrical applications.
13. An employee who is working from a ladder must ensure that he/she does not lean far enough to either side of the ladder in such a manner that the belt buckle extends beyond the ladder support. This could cause the ladder to topple over.
14. Always face a ladder when ascending or descending.
15. EMPLOYEE TRAINING

Employees, although not allowed to erect scaffolding, will undergo training in order to recognize hazards involving the use of scaffolds. Training is to be conducted by a “Competent Person” who has knowledge of scaffold use and erection (Note: Training will be facilitated a qualified 3rd Party Training Organization). Such training might include, but not be limited to:

1. Fall hazards;
2. Falling objects and the use of toe boards;
3. Use of tools and equipment while working on scaffolds and/or ladders;
4. Electrical hazards involving energized parts coming into contact with scaffold support systems and/or ladders;
5. Adjusting work practices to coincide with changes in scaffold and/or ladder use conditions, including load capacities;
6. Inspections of ladders and/or scaffolding including support structures and tagging;
7. Re-training shall be conducted when changes at the worksite present a hazard; or where changes in the types of ladders, scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained; or where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not been proficiently trained.
8. Records pertaining to ladders safety and scaffold user training will be maintained by the Company in the appropriate training file, by the HSE Manager.

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |