

Standards, Level 1 - Company Wide

CPCC-STD-SH-40314

Portable and Fixed Ladder Standard

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Change Summary

Description of Change

This is editorial change is to clarify that ladder inspection requirements may be found within CPCC-PRO-MN-40323, Inspection - Portable and Fixed Ladders; Mobile Ladders Stands; Mobile Ladder Stand Platforms.

The requirement to verify that the ladder was inspected within the last 12 months will also be updated to clarify that the user should verify the inspection sticker/tape/tag for the ladder is not past the next due date.

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1.0 INTRODUCTION**1.1 Purpose**

This standard defines the program requirements for purchasing, selection and use of:

- Portable ladders
- Fixed ladders
- Mobile ladder stands/platforms

1.2 Scope

The requirements presented in this standard are applicable to usage of portable, fixed, and mobile ladder stands/platforms within Central Plateau Cleanup Company (CPCCo) controlled locations. Inspection requirements for ladders are found within CPCC-PRO-MN-40323, *Inspection – Portable and Fixed Ladders; Mobile Ladder Stands; Mobile Ladder Stand Platforms*.

This standard does not apply to step stools (less than or equal to 32 in. in height).

1.3 Applicability

This standard is applicable to CPCCo and subcontractor personnel involved with the selection and use of ladders.

1.4 Implementation

This standard is effective upon publication.

2.0 STANDARD**2.1 Portable Ladders**

A portable ladder may be either self-supporting or non-self-supporting, and can readily be moved or carried, usually consisting of side rails joined at intervals by step, rungs, cleats, or rear braces. This document primarily addresses the most common types/styles used in our industry to include step, single, or extension ladders. For the selection, inspection, and use criteria for other, less common, types of ladders, such as trestle, sectional, tripod, and special purpose (articulated or combination), consult with a manufacturer representative and/or product safety literature.

2.1.1 Buying Portable Ladders

- Manufactured ladders purchased for use shall meet the applicable requirements of American National Standards Institute (ANSI) A14 series and bear a label to validate such conformance.
- Ladders shall have steps/rungs that are slip resistant, fixed to prevent turning, and uniformly spaced, and have a minimum rating of Type 1 (Heavy Duty).
- Ladders shall be equipped with non-slip bases (feet) to prevent slipping.

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NOTE: *The construction of job-made ladders is discouraged and should be undertaken only to support a special application that is unable to be met by use of a manufactured ladder.*

- Job-Made Wooden Ladders shall be constructed to conform to the design specifications of ANSI A14.4, *Job-Made Wooden Ladders*.

2.1.2 Storing and Transporting Portable Ladders

NOTE: *The manufacturer technical guidelines provide recommended storage practices.*

- Ladders shall be transported and stored in a manner that provides for stability, prevents damage, and permits safe access.

2.1.3 Selecting Portable Ladders

Evaluate the work for use of aerial lifts, powered work platforms or lifts, mobile ladder stands/platforms, construction of scaffolding, etc. instead of a step, single, or extension ladder during the work planning process.

1. The proper ladder for the task shall be identified, inspected, and verified as safe for use.

NOTE: *The duty rating, which is not to be exceeded, reflects the combined weight of the individual plus any tools/material to be handled. Ladders designed for work from either side or for two workers will have a duty rating for each side.*

2. A ladder of sufficient duty rating (e.g., safe working load capacity) shall be selected for the task(s) to be performed from one of the following three classifications:

- Special Duty (Type IAA) = 375 lb. capacity
- Extra Heavy Duty (Type IA) = 300 lb. capacity
- Heavy Duty (Type I) = 250 lb. capacity

NOTE: *To reduce or eliminate the potential for instability, users should select a ladder that allows work to be accomplished from the mid-section of the ladder rather than the top.*

3. When a ladder is selected for use, it shall be of proper size (length), style (self-supporting or non-self-supporting), and composition (with preference to fiberglass construction) to provide the safest application for the scope of work to be performed.
4. Portable ladders, with non-conductive side rails, shall be used for work where potential contact with energized parts exists.
5. Unless designed for such application, ladders shall not be tied or fastened together to increase their length.

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2.1.4 Pre-Use Inspection

- The ladder user shall ensure that the competent person inspection sticker/tag/tape is not past the expiration due date. The user shall verify the safe condition of a ladder before each use by ensuring that all bolts, rivets, and fasteners are tight; side rails and rungs are free of slippery substances and not bent or damaged; the ladder operates correctly and with stability; the label is legible; and the overall condition is satisfactory.
- Ladders found to be defective or otherwise in substandard condition shall be immediately removed from service for repair (tagged out, if needed), or destroyed.

2.1.5 Using Portable Ladders

Utilize the following safety tips to ensure safe use of the ladder:

- Secure the ladder from shifting.
- Do not exceed the maximum weight designation of the ladder.
- Set up the ladder on stable ground to eliminate instability.
- Always inspect the ladder before use.
- Follow information on ANSI Prescribed Ladder label (Figure 1).
- Appendix A summarizes key instruction for ladder users.
- Fall hazards shall be analyzed and documented in a *Fall Protection Work Permit (FPWP)* (Site Form A-6004-286), in accordance with DOE-0346, *Hanford Site Fall Protection Program (HSFPP)*, when working from a portable ladder under the following conditions:
 - Exposed to falls greater than 4 ft for General Industry activities
 - Exposed to falls greater than 6 ft for Construction activities
 - Anytime using a ladder above dangerous equipment or conditions

Portable ladders used for access to elevations over 24 ft shall require fall protection, in accordance with DOE-0346.

2.1.6 Accessories for Portable Ladders

Ladder accessories (e.g., stabilizers, surface protectors, extensions, levelers) shall be installed in accordance with manufacturer instructions and be compatible with the make and model of the ladder to which the accessory is to be attached.

2.1.7 Portable Ladder User Training

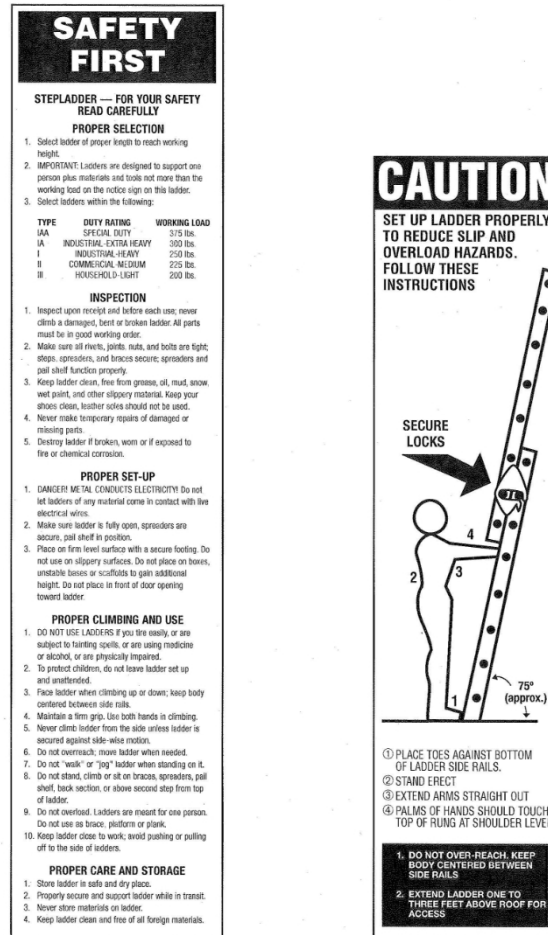
- Employees who use ladders in the course of their work assignments, or perform annual ladder inspections, shall complete initial training through computer-based training Course 044391, *Portable Ladder Safety*.
- Employees who use ladders in the course of their work assignments shall be retrained if it is determined that their hazard recognition skill level relating to proper selection, use, care, or handling practices is diminishing.

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Figure 1. Example ANSI Prescribed Ladder Labels



2.2 Fixed Ladders

A fixed ladder is a ladder that is permanently attached to a structure, building, or equipment.

2.2.1 Fixed Ladder Design

- Fixed ladders must be able to support at least two loads of 250 lb., concentrated between any two consecutive attachments. Fixed ladders also must support added anticipated loads caused by ice buildup, winds, rigging, and impact loads resulting from using ladder safety devices. Anticipated loads also includes the total load (weight and force) of the employee and all tools, equipment, and materials being carried. Each step or rung of a fixed ladder must be able to support a load of at least 250 lb applied in the middle of the step or rung.
- All rungs shall have a minimum diameter of 3/4 in. for metal ladders.
- Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced when the ladder is in position for use. The distance between rungs, cleats, and steps shall not exceed 12 in. and shall be uniform throughout the length of the ladder.

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4. The minimum clear length of rungs or cleats shall be 16 in.
5. Rungs, cleats, and steps shall be free of splinters, sharp edges, burrs, or projections that may be a hazard.
6. The rungs of an individual-rung ladder shall be so designed that the foot cannot slide off the end.
7. Side rails that might be used as a climbing aid shall be of such cross sections as to afford adequate gripping surface without sharp edges, splinters, or burrs.
8. When splicing is required to obtain a given length of side rail, the resulting side rail must be at least equivalent in strength to a one-piece side rail made of the same material. All splices and connections shall have smooth transition with original members and with no sharp or extensive projections.
9. Ladders without cages or wells shall have a clear width of at least 15 in. provided each way from the centerline of the ladder in the climbing space, except when cages or wells are necessary.
10. The distance from the centerline of the grab bar to the nearest permanent object behind the grab bars shall be not less than 7 in. Grab bars shall not protrude on the climbing side beyond the rungs of the ladder which they serve.
11. For fixed ladders that extend more than 24 ft:
 - Ladders installed before November 19, 2018, shall be equipped with a personal fall arrest system, ladder safety system, cage, or well.
 - Ladders installed on and after November 19, 2018, shall be equipped with a personal fall arrest system or a ladder safety system.
12. Where cages or wells are provided on ladders, the cages shall extend a minimum of 42 in. above the top of landing, unless other acceptable protection is provided.
13. For through ladders, an individual shall not step less than 7 in. and not more than 12 in. from the centerline of rungs or steps to the nearest edge of the structure, building, or equipment accessed from the ladders.
14. For side-step ladders, an individual shall not step less than 15 in. and not more than 20 in. from the center line of rungs or steps to the access points of the platform edge.
15. When ladders with cages are used to ascend to heights exceeding 50 ft, landing platforms shall be provided for each 50 ft of height. Each ladder section shall be offset from adjacent sections. Where installation conditions (even for a short, unbroken length) require that adjacent sections be offset, landing platforms shall be provided at each offset.
16. All landing platforms shall be equipped with standard railings and toe boards, so arranged as to give safe access to the ladder. Platforms shall not be less than 24 in. in width and 30 in. in length.

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17. The side rails of through or side-step ladder extensions shall extend 3 1/2 ft above parapets and landings. For through ladder extensions, the rungs shall be omitted from the extension and shall have not less than 18 in. or more than 24 in. clearance between rails. For side-step or offset fixed ladder sections, at landings, the side rails and rungs shall be carried to the next regular rung beyond or above the 3 1/2 ft minimum.
18. Grab bars shall be spaced by a continuation of the rung spacing when they are located in the horizontal position. Vertical grab bars shall have the same spacing as the ladder side rails. Grab-bar diameters shall be the equivalent of the round-rung diameters.
19. All ladders shall be maintained in a safe condition. All fixed ladders shall be inspected by a Competent Person within 12 months prior to use.

2.2.2 Use of Fixed Ladders

- The ladder shall be used only after it has been verified that it is current in its periodic inspection.
- Fall hazards shall be analyzed and documented in a *Fall Protection Work Permit* (FPWP) (Site Form A-6004-286), in accordance with DOE-0346 when working from a fixed ladder under the following conditions:
 - Exposed to falls greater than 4 ft for General Industry activities
 - Exposed to falls greater than 6 ft for Construction activities
 - Anytime using a ladder above dangerous equipment or conditions
- Fixed ladders used for access to elevations over 24 ft shall require fall protection, in accordance with DOE-0346.
- Appendix A summarizes key instruction for ladder users.

2.3 Mobile Ladder Stands/Platforms

2.3.1 Pre-use Inspection

The user shall ensure that the competent person inspection sticker/tag/tape is not past the expiration due date. The user shall verify the safe condition of a ladder before each use by ensuring that all bolts, nuts, and fasteners are tight; steps are free of slippery substances and not bent or damaged; the ladder operates correctly and with stability; the manufactures labels are legible; the casters and locking mechanisms are in good condition; and the overall condition is satisfactory.

2.3.2 Using Portable Mobile Ladder Stands/Platforms

1. Units that are damaged or weakened shall not be used until repairs are completed. Units beyond repair shall be destroyed.
2. No one may be on the ladder when it is being moved.
3. Caster locking mechanisms must be locked to prevent movement during use

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4. Ladders shall not be loaded beyond rated loads.
5. Materials and equipment shall not be stored on the steps or platform of a unit.
6. Additional height shall not be gained by the addition of any type of extension, or an object being placed on the unit.
7. Foreign materials, such as mud or grease, shall be removed from employees' shoes prior to ascending a unit.
8. Use handrails while ascending or descending the unit.
9. Doors shall be secured in an open position, locked, attended, or barricaded prior to placing a ladder next to the doorway.
10. Always keep the unit in close proximity to the work.
11. Only use mobile ladder stands and ladder stand platforms on level surfaces. They shall not be used on uneven or sloping surfaces.
12. Understand the user requirements for mobile ladder stands and ladder stand platforms prior to use.
13. Access to or egress from any step or platform from any other elevated surface shall be prohibited unless the unit has been positively secured against movement.
14. Users shall only stand on steps or platforms.
15. Prevent overreach of the guardrail system.
16. Perform maintenance and inspection of mobile ladder stands and ladder stand platforms in accordance with the manufacturer's maintenance instructions and CPCC-PRO-MN-40323, *Inspection - Portable and Fixed Ladders; Mobile Ladder Stands; Mobile Ladder Stand Platforms*.

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3.0 FORMS

A-6004-286, *Fall Protection Work Permit*

4.0 RECORD IDENTIFICATION

None

5.0 SOURCES

5.1 Requirements

10 CFR 851, *Worker Safety and Health Program*

29 CFR 1910, *Occupational Safety and Health Standards*

29 CFR 1926, *Safety and Health Regulations for Construction*

DOE O 433.1B, Chg 1, *Maintenance Management Program for DOE Nuclear Facilities*

DOE-0346, *Hanford Site Fall Protection Program (HSFPP)*

5.2 References

American National Standards Institute (ANSI) A14.4, *Job-Made Wooden Ladders*

CPCC-PRO-MN-40323, *Inspection - Portable and Fixed Ladders; Mobile Ladder Stands; Mobile Ladder Stand Platforms*

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Appendix A - Ladder Usage

Employees are required and responsible to observe the following safety precautions while using ladders:

- USE ladders in accordance with manufacturer-instructions.
- USE portable ladders within their established load carrying capacity classification.
- ASCEND AND DESCEND while maintaining 3-point contact of hands and feet at all times (applies to both portable and fixed ladders).
- USE a portable ladder of sufficient length to avoid having to stand on the top two steps of a stepladder or top four rungs of a non-self-supporting ladder.
- POSITION the support legs of ladders on firm, level, and slip resistant surfaces
- DESCEND from the ladder prior to shifting, repositioning, or extending a portable ladder.
- AVOID over-reaching beyond the side rails or exerting excess weight/force on the portable ladder steps/rungs.
- SECURE OR BARRICADE passageways, doorways, or driveways before placing a ladder in any location where they can be displaced by workplace activities or traffic.
- MAINTAIN the base and top landing (as applicable) around all portable ladders in a clear and unobstructed manner.
- USE stepladders in the fully open position with the locking devices (braces) set, and using the steps provided.
- ENSURE shoes, hands, gloves, and the portable ladder steps/rungs are free of oil, grease, mud, or other substances that may pose a slipping hazard.
- CHECK that competent person inspection stickers/tag/tape are not past the expiration due date (applies to both portable and fixed ladders).
- ENSURE when portable ladders are used for access to an upper landing surface:
 - The ladder side rails extend at least 3 ft (.9 m) above the upper landing surface
 - Both rails are supported at the top, unless the ladder has a single support attachment.
- MAINTAIN stability and prevent overload by positioning only one person at a time on portable ladder steps/rungs.
- POSITION single and extension portable ladders:
 - With the weight equally distributed between the two side rails
 - At a pitch so that the horizontal distance from the top support to the foot of the ladder will be approximately one-fourth the vertical distance between these points
 - Against structures or equipment determined to be stable and rigid enough to provide the necessary support to prevent slipping or accidental displacement of the unit.