

Liberty University Ladder Safety Standard Operating Procedures for Safe Use of Ladders

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Ladder Safety Program and Procedures

I. Purpose and Scope

The purpose and scope of this document is to put forth the regulations regarding the Ladder Safety Program and Procedures and training at Liberty University. All employees or students who might be expected to use a ladder during the course of work should be familiar with this document. Allowing Non-liberty University employees or students to use ladders owned by the University is not permitted unless proper training has been provided. This Program and Procedures covers all types of ladders, including step, extension, and fixed ladders. Ladder users must be able to recognize and avoid ladder hazards and be aware of safe practices in setting up, storing, moving and working from this equipment.

Ladders are one of the most commonly used tools. Ladders allow access to various levels or heights necessary to carry out work functions. Unfortunately, the use of ladders is a major source of injury and fatalities every year. The National Safety Council (NSC) has reported that falls from ladders accounts for 16% of all fatal injuries in construction and 24% of non-fatal injuries involving days away from work. It is also one of the ten most frequently cited standards every year by OSHA.

The very use of ladders presents many potential hazards in addition to falls. Other hazards are pinches, cuts, struck by, sprains and strains as well as bump hazards and contact with or arcing of live conductors resulting in electrical shock/electrocution.

II. Responsibility

- A. It is the responsibility of all Supervisors, Department Managers, Faculty, and Senior Staff to assure that all staff and students at Liberty University who may use a ladder read and understand this document.
- B. It is the responsibility of the Health & Environmental Safety department to provide basic ladder safety training to all supervisors, department managers and senior staff so that they can provide training to their employees.
- C. It is the responsibility of all Supervisors, Department Managers, Faculty and Senior Staff to assure that all ladders being used at Liberty University are free from defects and that all moving parts are working properly.
- D. It is the responsibility of all Supervisors, Department Managers, Faculty and Senior Staff to maintain records on departmental ladder training and ensure copies of training records are available for review upon request. Records should be kept for 12 months. Once new inspections for the same month are completed the years previous month can be discarded.
- E. It is the responsibility of the Health & Environmental Safety department to maintain records of Ladder Safety training sessions when they occur.

III. Selection

- A. Use the ladder designed for your tasks.
 - 1. Consider the ladder rating
 - 2. Type of ladder necessary (extension, step ladder, etc.)
 - 3. The height which needs to be achieved
 - 4. Material the ladder is made of

IV. Use

- A. Never stand on the top cap and top step of a step ladder.
- B. Never use the top three steps of a straight or extension ladder.
- C. Step ladders cannot exceed 20 feet in length.
- D. Straight (single) ladders cannot exceed 30 feet in length.
- E. Extension ladders cannot exceed 60 feet in length.
- F. For maximum working heights for a specific length ladder (**SEE TABLE 1**).
- G. The amount of overlap between the fly and base section of an extension ladder is dependent upon the length of the ladder (**SEE TABLE 2**).
- H. Do not exceed the duty rating for the classification of the ladder being used (**SEE TABLE 3**).
- I. Do not use a ladder which does not have an ANSI duty rating sticker attached to the side.
- J. Get help when handling a heavy or long ladder (10 feet or more).
- K. When using straight ladders or extension ladders, set up the ladder using the 4 to 1 rule (75 ½ ° angle). A tool that one can use is a smartphone app designed by NIOSH called Ladder Safety see <http://www.cdc.gov/niosh/updates/upd-06-17-13.html>
- L. Keep ladders away from electrical wires. Check for overhead electrical wires before setting up. Only electricians that are trained to work around wiring may use a ladder near electrical wires and only if they have conducted a risk assessment, initiated lock out tag out and addressed all safety issues prior to doing the work.
- M. Ensure that all electrical equipment used during ladder work is in good working condition and properly grounded.
- N. Clear the area around the base and top of the ladder of debris, tools and other objects.
- O. Set up barricades and warning signs when using a ladder in a doorway or passageway.
- P. Do not place a ladder against flexible or moveable surfaces or erect on unstable surfaces.
- Q. Tie off ladder at the top and secure bottom to prevent it from slipping.
- R. When accessing a roof or other working/walking surface, extend the ladder 3 feet beyond the access surface.
- S. Keep step ladders close to your work; don't overreach.
- T. Never Walk a ladder (do not rock ladder while on it to move it in a particular direction).
- U. When accessing a ladder observe the following guidelines:

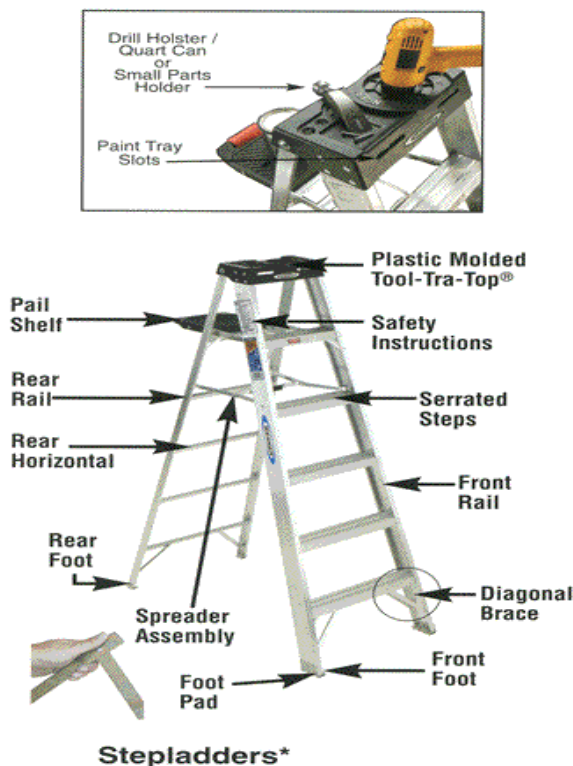
1. Ensure proper footwear is in good condition
2. Avoid climbing with wet, muddy or slippery shoes
3. Ensure only one person is on a single width ladder at any given time.
4. Face the ladder when ascending or descending and when working from the ladder.
5. Keep the center of your body within the side rails.
6. Maintain “three points of contact” (two hands and one foot or two feet and one hand) at all times when climbing.
7. Grasp the rungs when climbing; not the side rails.
8. Do not carry objects in your hands while climbing.
9. Ascend and descend the ladder slowly so as not to cause the ladder to “bounce”.
10. Never walk a ladder!

V. KNOW YOUR LADDER

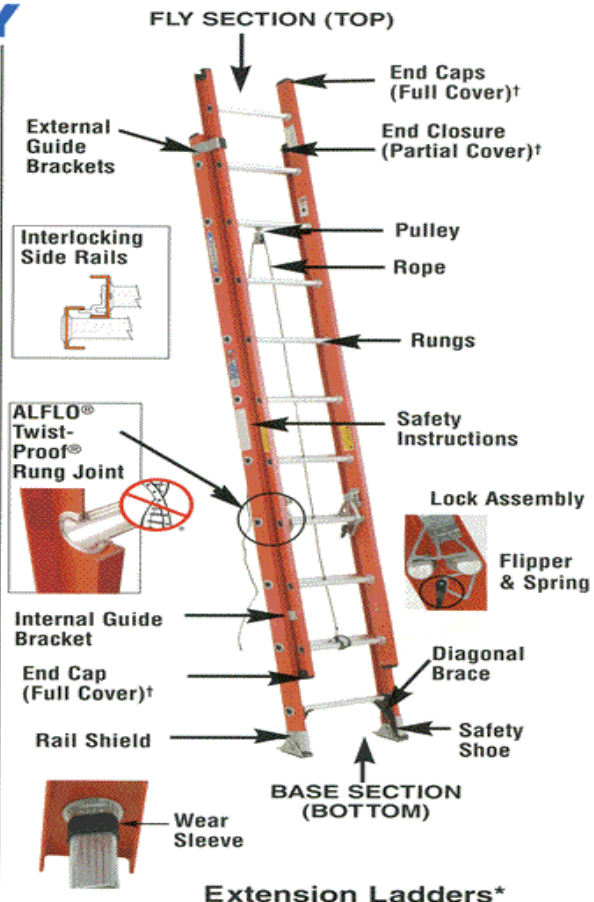
Know Your Ladder

LADDER ANATOMY

Like most products, ladders are more complex than they first appear. Study the step and extension ladder anatomy diagrams below to learn basic ladder terminology.



*Diagram shows typical ladder parts. Parts and features may differ by ladder model.



† End Cap's and End Closure's positions differ by ladder models.
 END CAPS—completely cover the rail.
 END CLOSURES—partially cover the rail, leaving clearance for the mating ladder section.

VI. Inspection

- A. Ladders shall be visually inspected before each use.
- B. The ladder should be inspected whenever it has tipped over or subjected to any possible damage.
- C. Reject and tag out of service any defective ladder.
- D. If the ladder cannot be repaired, remove all identification labels, discard and remove from inventory. When discarded, the ladder should be marked "Destroy"/"Cannot be Repaired" or render it completely inoperable. The best choice is to render it inoperable so no one else could acquire it and get injured from using it. **NEVER take one of these ladders home.** If they are unsafe at work they are unsafe everywhere.
- E. All ladders must be thoroughly inspected monthly and the record of each ladder inspection must be maintained by the department. Records should be available for review upon request. Records should be maintained for 12 consecutive months. Once new inspections for the same month are completed the years previous month can be discarded. A copy of the inspection report is attached as "Appendix A".

VII. Storage & Care

- A. Store ladders to prevent damage from extreme heat and cold.
- B. Do not store ladders where they will come in contact with water or other chemicals.
- C. Store ladders where they will not be struck by moving objects or otherwise damaged.
- D. Store ladders in areas where they do not impede egress.
- E. Never paint a wooden ladder.
- F. Store extension ladders horizontal and supported every six feet.
- G. When transporting ladders, secure both ends.

VIII. Training

- A. All employees that utilize ladders must participate in the "Ladder Safety Training Program".
- B. Employees should receive training when:
 - 1. First hired
 - 2. Observed using a ladder incorrectly or using the wrong type of ladder for the intended use
- C. All training documentation must be submitted to the Health & Environmental Safety department.
- D. The training program is developed to ensure each employee can recognize hazards related to the selection, use, handling and environmental surroundings affecting the safe use of ladders.

- E. Employees will receive information on the proper procedures and work practices to minimize these hazards.
- F. The program is designed to train each employee in the following areas, as applicable:
1. The nature of fall hazards in the work area
 2. The correct procedures for selecting, erecting, using and maintaining equipment
 3. The proper construction, use, placement, and care in handling of ladders
 4. The maximum intended load-carrying capacities of ladders used
 5. Inspection of ladders
 6. Work practices
 7. Possible PPE (Personal Protective Equipment)
 8. Other hazards presented by environmental conditions
 9. Ergonomic concerns associated with the use of ladders
 10. Hazards to others
 11. Reference for information on ladder selection and use

IX. Tables

Table 1 - Working Height Table: Maximum Use Height

LADDER LENGTH GUIDELINES						
STEP LADDER HEIGHT SELECTION GUIDE		EXTENSION LADDER LENGTH SELECTION GUIDE				
STEP LADDER SIZE	APPROX. HIGHEST STANDING LEVEL		LADDER SIZE	MAXIMUM EXTENDED LENGTH	*WORKING RANGE TO TOP SUPPORT	*MAXIMUM ACCESSIBLE ROOF HEIGHT RANGE
4'	1' 11"		16'	13'	7 ½' - 12 ½'	4 ½' - 9 ½'
5'	2' 10"		20'	17'	9 ½' - 16 ½'	6 ½' - 13 ½'
6'	3' 9"		24'	21'	11 ½' - 20'	8 ½' - 17'
7'	4' 9"		28'	25'	13 ½' - 24'	10 ½' - 21'
8'	5' 8"		32'	29'	15 ½' - 28'	12 ½' - 25'
10'	7' 7"		36'	32'	17 ½' - 31'	14' - 28'
12'	9' 6"		40'	35'	19' - 33 ½'	16' - 30 ½'
14'	11' 5"		44'	39'	21' - 37 ½'	18' - 34 ½'
16'	13' 4"		48'	43'	23' - 41 ½'	20' - 38 ½'
18'	15' 3"		60' (3 section extension)	48'	23' - 46 ½'	20' - 43 ½'
20'	17' 2"		* When set up at the proper 75 ½ ° angle			

Table 2 – Extension Ladder Overlap

Ladder Size (Feet)	Overlap (Feet) for Type I and IA Ladders	Overlap (Feet) for Type II and III Ladders
Up to and including 32'	3'	3'
Over 32', up to and including 36'	4'	4'
Over 36', up to and including 48'	5'	5'
Over 48'	6'	6'

Table 3 – Duty Rating Table

LADDER DUTY RATING			
RATING	DESCRIPTION	INTENDED USE	CAPACITY (pounds)
Type IAA	Industrial	Heavy Duty	375
Type IA	Industrial	Heavy Duty	300
Type I	Industrial	Heavy Duty	250
Type II	Commercial	Medium Duty	225
Type II	Household	Light Duty	200

I. References**A. OSHA help documents**

1. OSHA Construction e-tool
2. OSHA Stairs and Ladder Booklet (OSHA3124).pdf
3. OSHA Stairways and Ladder Safety Outreach
4. OSHA Standards 29CFR 1926.1053 & 1926.851

B. American Ladder Institute

1. Develops seven ANSI standards currently
2. Published according to a 5 – year renewal cycle
3. ANSI standard number and content:
 - a. A14.1 – Wood Ladders
 - b. A14.2 – Portable Metal Ladders
 - c. A14.3 – Fixed Ladders
 - d. A14.4 – Job Made Wooden Ladders
 - e. A14.5 – Portable Reinforced Plastic Ladders
 - f. A14.7 – Mobile Ladder Stands and Mobile Ladder Stand Platforms
 - g. A14.9 – Disappearing Attic Stairways

By following these simple procedures, ladder injuries can be prevented. For additional information, please contact the Health and Environmental Safety department at 434-582-3389 or via email at lusafety@liberty.edu.

APPENDIX A

LADDER INSPECTION SHEET

LIBERTY UNIVERSITY LADDER INSPECTION SHEET			
Date of Inspection:		Name of Inspector:	
Department/Shop:		Ladder Identification Number:	
Type of Ladder: <input type="checkbox"/> Extension <input type="checkbox"/> Step <input type="checkbox"/> Fixed			
Construction of Ladder: <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Fiberglass			
MONTHLY INSPECTION			
1. Are rungs, cleats, or steps intact and free from damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2. Are rails free from cracks or splitting?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3. Is the ladder free from the accumulation of oil, gas, grease or other material that may create a slipping hazard?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4. Is the ladder free from protruding objects that could cause injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5. If ladder is equipped with safety device is the device secured and operating properly on the ladder?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
6. If ladder is equipped with locking device, is the service intact and functional?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7. If fixed ladder is it equipped with cages and if so are cages intact and free from broken welds?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
8. Is the ladder free from any other defects that may impair its safe usage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
9. Does ladder have the appropriate stickers in place and are they legible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
COMMENTS:			
Date Ladder was removed from service?		Name:	
Date Ladder was repaired and returned to service		Name:	
Date Ladder was destroyed or permanently removed from service:		Name:	

APPENDIX B – OSHA Quick Card

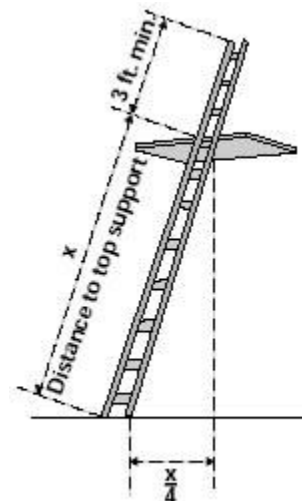


Portable Ladder Safety

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.



- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



For more information:



Occupational
Safety and
Health
Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA

OSHA 3246-09N-05

Appendix C – OSHA Fact Sheet – Reducing Falls in Construction

OSHA[®] FactSheet

Reducing Falls in Construction: Safe Use of Stepladders

Workers who use ladders in construction risk permanent injury or death from falls and electrocutions. These hazards can be eliminated or substantially reduced by following good safety practices. This fact sheet examines some of the hazards workers may encounter while working on **stepladders** and explains what employers and workers can do to reduce injuries. OSHA's requirements for stepladders are in Subpart X—Stairways and Ladders of OSHA's Construction standards.

What is a Stepladder?

A **stepladder** is a portable, self-supporting, A-frame ladder. It has two front side rails and two rear side rails. Generally, there are steps mounted between the front side rails and bracing between the rear side rails. (See Figure 1, below.)



Figure 1: Stepladder

PLAN Ahead to Get the Job Done Safely.

A competent person must visually inspect stepladders for visible defects on a periodic basis and after any occurrence that could affect their safe use. Defects include, but are not limited to:

- Structural damage, split/bent side rails, broken or missing rungs/steps/cleats and missing or damaged safety devices.

- Grease, dirt or other contaminants that could cause slips or falls.
- Paint or stickers (except warning or safety labels) that could hide possible defects.

PROVIDE the Right Stepladder for the Job with the Proper Load Capacity.

- Use a ladder that can sustain at least four times the maximum intended load, except that each extra-heavy duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load. Also acceptable are ladders that meet the requirements set forth in Appendix A of Subpart X. Follow the manufacturer's instructions and labels on the ladder. To determine the correct ladder, consider your weight plus the weight of your load. Do not exceed the load rating and always include the weight of all tools, materials and equipment.

Type	Duty Rating	Use	Load
1AA	Special Duty	Rugged	375 lbs.
1A	Extra Heavy Duty	Industrial	300 lbs.
1	Heavy Duty	Industrial	250 lbs.
II	Medium Duty	Commercial	225 lbs.
III	Light Duty	Household	200 lbs.

Source for Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI) 14.1, 14.2, 14.5 (1982)) of OSHA's Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009), which are non-mandatory guidelines.

TRAIN Workers to Use Stepladders Safely.

Employers must train each worker to recognize and minimize ladder-related hazards.



PLAN. PROVIDE. TRAIN.
Three simple steps to prevent falls.

Common Stepladder Hazards

- Damaged stepladder
- Ladders on slippery or unstable surface
- Unlocked ladder spreaders
- Standing on the top step or top cap
- Loading ladder beyond rated load
- Ladders in high-traffic location
- Reaching outside ladder side rails
- Ladders in close proximity to electrical wiring/equipment

Safe Stepladder Use—DO:

Read and follow all the manufacturer's instructions and labels on the ladder.

- Look for overhead power lines before handling or climbing a ladder.
- Maintain a 3-point contact (two hands and a

foot, or two feet and a hand) when climbing/ descending a ladder.

- Stay near the middle of the ladder and face the ladder while climbing up/down.
- Use a barricade to keep traffic away from the ladder.
- Keep ladders free of any slippery materials.
- Only put ladders on a stable and level surface that is not slippery.

Safe Stepladder Use—DO NOT:

- Use ladders for a purpose other than that for which they were designed. For example, do not use a folded stepladder as a single ladder.
- Use a stepladder with spreaders unlocked.
- Use the top step or cap as a step.
- Place a ladder on boxes, barrels or other unstable bases.
- Move or shift a ladder with a person or equipment on the ladder.
- Use cross bracing on the rear of stepladders for climbing.
- Paint a ladder with opaque coatings.
- Use a damaged ladder.
- Leave tools/materials/equipment on stepladder.
- Use a stepladder horizontally like a platform.
- Use a metal stepladder near power lines or electrical equipment.

OSHA standard: 29 CFR 1926 Subpart X—Stairways and Ladders

American National Standards Institute standard: ANSI A14.1, A14.2, A14.5—Ladder Safety Requirements
(Not an OSHA standard, included to be used as guidance to meet OSHA's requirements)

Employers using stepladders must follow the ladder requirements set forth in 29 CFR 1926 Subpart X. Per Appendix A to Subpart X of Part 1926—Ladders, ladders designed in accordance with the following ANSI standards will be considered in accordance with 29 CFR 1926.1053(a)(1): ANSI A14.1-1982—American National Standard for Ladders—Portable Wood—Safety Requirements, ANSI A14.2-1982—American National Standard for Ladders—Portable Metal—Safety Requirements, and ANSI A14.5-1982—American National Standard for Ladders—Portable Reinforced Plastic—Safety Requirements.

State plan guidance: States with OSHA-approved state plans may have additional requirements for avoiding falls from ladders. For more information on these requirements, please visit: www.osha.gov/dcs/p/osp/statesstandards.html.

Most OSHA offices have compliance assistance specialists to help employers and workers comply with OSHA standards. For details call 1-800-321-OSHA (6742) or visit: www.osha.gov/htm/RAmap.html.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us, We can help, [It's confidential],



U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

DOC FS-3662 06/2013

Appendix D – OSHA Fact Sheet – Reducing Falls in Construction, Safe Use of Extension Ladders

OSHA[®] FactSheet

Reducing Falls in Construction: Safe Use of Extension Ladders

Workers who use extension ladders risk permanent injury or death from falls and electrocutions. These hazards can be eliminated or substantially reduced by following good safety practices. This fact sheet examines some of the hazards workers may encounter while working on **extension ladders** and explains what employers and workers can do to reduce injuries. OSHA's requirements for extension ladders are in Subpart X—Stairways and Ladders of OSHA's Construction standards.

What is an Extension Ladder?

Also known as "portable ladders," extension ladders usually have two sections that operate in brackets or guides allowing for adjustable lengths. (See Figure 1, below.) Because extension ladders are not self-supporting they require a stable structure that can withstand the intended load.

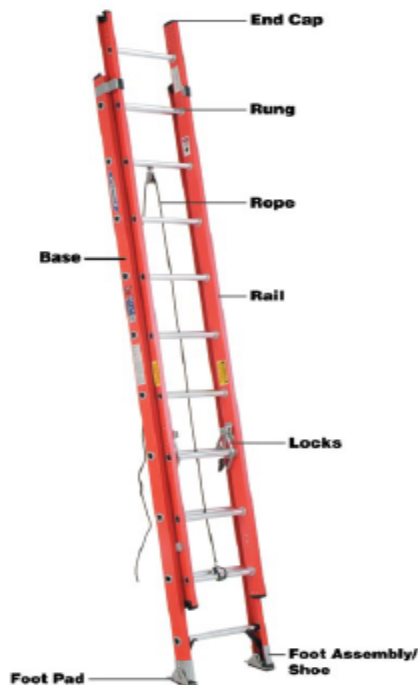


Figure 1: Extension Ladder

PLAN Ahead to Get the Job Done Safely.

- Use a ladder that can sustain at least four times the maximum intended load, except that each extra-heavy duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load. Also acceptable are ladders that meet the requirements set forth in Appendix A of Subpart X. Follow the manufacturer's instructions and labels on the ladder. To determine the correct ladder, consider your weight plus the weight of your load. Do not exceed the load rating and always include the weight of all tools, materials and equipment.
- A competent person must visually inspect all extension ladders before use for any defects such as: missing rungs, bolts, cleats, screws and loose components. Where a ladder has these or other defects, it must be immediately marked as defective or tagged with "Do Not Use" or similar language.
- Allow sufficient room to step off the ladder safely. Keep the area around the bottom and the top of the ladder clear of equipment, materials and tools. If access is obstructed, secure the top of the ladder to a rigid support that will not deflect, and add a grasping device to allow workers safe access.
- Set the ladder at the proper angle. When a ladder is leaned against a wall, the bottom of the ladder should be one-quarter of the ladder's working length away from the wall. For access to an elevated work surface, extend the top of the ladder three feet above that surface or secure the ladder at its top.
- Before starting work, survey the area for potential hazards, such as energized overhead power lines. Ladders shall have

nonconductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment. Keep all ladders and other tools at least 10 feet away from any power lines.

- Set the base of the ladder so that the bottom sits securely and so both side rails are evenly supported. The ladder rails should be square to the structure against which it is leaning with both footpads placed securely on a stable and level surface.
- Secure the ladder's dogs or pawls before climbing.
- When using a ladder in a high-activity area, secure it to prevent movement and use a barrier to redirect workers and equipment. If the ladder is placed in front of a door, always block off the door.



Figure 2: Ladder extending three feet above the landing area.

PROVIDE the Right Extension Ladder for the Job with the Proper Load Capacity.

Select a ladder based on the expected load capacity (duty rating), the type of work to be done and the correct height. There are five categories of ladder duty ratings.

Type	Duty Rating	Use	Load
IAA*	Special Duty	Rugged	375 lbs.
IA	Extra Duty	Industrial	300 lbs.
I	Heavy Duty	Industrial	250 lbs.
II	Medium Duty	Commercial	225 lbs.
III	Light Duty	Household	200 lbs.

Source for Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI)) 14.1, 14.2, 14.5 (1982) of OSHA's Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009), which are non-mandatory guidelines.

TRAIN Workers to Use Extension Ladders Safely.

Employers must train each worker to recognize and minimize ladder-related hazards.



Safe Ladder Use—DO:

- Maintain a 3-point contact (two hands and a foot, or two feet and a hand) when climbing/ descending a ladder.
- Face the ladder when climbing up or descending.
- Keep the body inside the side rails.
- Use extra care when getting on or off the ladder at the top or bottom. Avoid tipping the ladder over sideways or causing the ladder base to slide out.
- Carry tools in a tool belt or raise tools up using a hand line. Never carry tools in your hands while climbing up/down a ladder.
- Extend the top of the ladder three feet above the landing. (See Figure 2.)
- Keep ladders free of any slippery materials.

Safe Ladder Use—DO NOT:

- Place a ladder on boxes, barrels, or unstable bases.
- Use a ladder on soft ground or unstable footing.
- Exceed the ladder's maximum load rating.
- Tie two ladders together to make them longer.
- Ignore nearby overhead power lines.
- Move or shift a ladder with a person or equipment on the ladder.
- Lean out beyond the ladder's side rails.
- Use an extension ladder horizontally like a platform.

OSHA standard: 29 CFR 1926 Subpart X—Stairways and Ladders**American National Standards Institute standard: ANSI A14.1, A14.2, A14.5—Ladder Safety Requirements**
(Not an OSHA standard, included to be used as guidance to meet OSHA's requirements)

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State plan guidance: States with OSHA-approved state plans may have additional requirements for avoiding falls from ladders. For more information on these requirements, please visit: www.osha.gov/dcspl/osp/statesstandards.html.

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For assistance, contact us. We can help. It's confidential.



U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

DOC FS-3660 05/2013

**Liberty University
Ladder Safety Program and Procedures
Acknowledgement**

I hereby acknowledge receipt of the Liberty University Ladder Safety Program and Procedures.

I also certify that I have had an opportunity to read and become familiar with the terms and conditions of this Program and Procedures and agree to abide by the procedures as set forth. I understand and agree that the University reserves the right to amend, alter, or abolish any or all of the terms of this Program and Procedures as circumstances warrant with or without advance notice, and as prescribed by law.

I understand that this Program and Procedures now replaces and supersedes any previous verbal or written policies, understandings, or agreements concerning the use of ladders at Liberty University.

Nothing in this Program and Procedures or Acknowledgement is intended to set forth either expressed or implied contractual obligations of the University. I understand that I am an employee at-will with Liberty University; and as such, that we each remain free to terminate the employment relationship with or without advance notice for any reason or for no reason at all.

I understand this Program and Procedures will be used in conjunction with any other policies or regulations specific to the performance of my job, if any. These include, but are not limited to regulations under the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) as well as the American National Standards Institute (ANSI) standards and other policies under specific Departmental Standard Operating Procedures, and job descriptions.

Signed: _____ Dated: _____

Printed Signature: _____ Position: _____

Revision Tracking

Revision Number	Revision Description	Revision Location	Date Revised	Revised by:
01	Changed document title to SOP. Revised inspection record maintenance. Records to be kept by department. Added duration for maintaining records. Added brief document description to header on each page and added rev # and date to footer of each page.	Pg. 1 Title Pg. 2 Section II, D. Pg. 5 Section VI, E.	10/5/16	Greg Bennett