



LADDER SAFETY POLICY Single, Extension and Step Ladders	Procedure Number SAF-1.12
	Issue Date NOVEMBER 15, 2005
SAFETY	Revision Date September 25, 2019
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ISSUED BY: <u>Greg Barnett</u> Safety and Health Manager Coosa Pines Mill	<u>9-25-19</u> DATE	APPROVED BY: <u>P. L. Aggs</u> General Manager Coosa Pines Mill	<u>10-1-19</u> DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF:		SAFETY MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS			

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1.0 PURPOSE

1.1 This policy sets forth the requirements for the proper use, maintenance, and care of portable ladders at Coosa Pines Operations, Coosa Pines, Alabama. The purpose of the policy is for the prevention of accidents and injuries to persons while using portable ladders.

2.0 SCOPE

2.1 This policy applies to all work activities at the Coosa Pines Mill while using any type of portable ladders.

2.2 Contractors are required to comply with this policy and assure all their employees are trained in these practices.

3.0 DEFINITIONS

3.1 Ladder. A ladder is an appliance usually consisting of two side rails joined at regular intervals by cross-pieces called steps, rungs, or cleats, on which a person may step in ascending or descending.

3.2 Single Ladder. A single ladder is a non-self-supporting portable ladder, nonadjustable in length, consisting of but one section. Its size is designated by the overall length of the side rails.

3.3 Step ladder. A step ladder is a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails.

3.4 Extension ladder. An extension ladder is a non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling in guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.

3.5 Compression failure. A compression failure is a deformation (buckling) of the fibers due to excessive compression along the grain.

4.0 POLICY

4.1 It is the policy of Coosa Pines Operations to provide employees with ladders that are safe to use and to assure they are trained in the care, inspection, and use of those ladders

4.2 This policy applies to all activities at the Coosa Pines Mill including maintenance, installation, construction, demolition, etc.

4.3 Strict observance to this policy is a necessary part of Coosa Pines Safety Policies.

5.0 RESPONSIBILITY

5.1 General Manager

5.1.1 Is the management official with overall responsibility for this policy.

5.2 Safety Manager

5.2.1 Is the management official responsible for the preparation and administration of this Ladder Safety Policy.

5.3 Safety Coordinator

5.3.1 The Safety Coordinator is responsible for ensuring all work activities at the Mill comply with this policy.

5.3.2 Assures records of all persons completing training on Ladder Safety are retained in the Computer Based Training program.

5.3.3 Review this policy every 12 months to ensure the procedures are effective in ensuring work is completed in a safe and efficient manner.

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- 5.4 **Shift Team Leaders and Team Leaders**
 - 5.4.1 Team Leaders are responsible for assuring the application of this policy is included in all work activities.
 - 5.4.2 Team Leaders will ensure that the Ladder Safety Policy and Safe Work Procedures are discussed with each employee at least once every 12 months and documentation kept/filed for proof of training.
 - 5.4.3 Team Leaders are responsible for removing defective ladders found during observations, job preparation inspections, and those reported by employees.
 - 5.5 **Purchasing**
 - 5.5.1 Purchasing is responsible to ensure all portable ladders are approved for use at the Coosa Pines Mill and meet these policy requirements.
 - 5.6 **Employees**
 - 5.6.1 Employees shall be responsible for being familiar with this Ladder Safety Policy, the related Safe Work Procedures, and their application to daily work activities.
 - 5.6.2 Employees shall inspect ladders and complete the Ladder Pre-Inspection form (Attachment 10.2) prior to use to assure the ladder selected is adequate for the job assignment and will provide the desired protection.
 - 5.6.3 Employees shall remove defective ladders from the job site, tag, discard, and report the defective ladder to their Team Leader for replacement.
 - 5.7 **Contractors**
 - 5.7.1 Contractor managers are responsible to ensure all their employees and subcontractors are knowledgeable of these Ladder Safe Work Procedures.
 - 5.7.2 Contractor managers shall ensure that all contractors have the appropriate ladders available prior to entering the Coosa Pines Mill.
- 6.0 PROCEDURE**
- 6.1 All ladders shall be constructed of "Fiberglass" or a synthetic material, shall be non-conductive, and shall be electrically rated for MILL voltages. Metal and wood ladders are not allowed.
 - 6.2 Ladders shall meet the requirements for "Industrial Heavy Duty" use, and must be of sufficient strength for the task.
 - 6.3 **Single and Extension Ladders**
 - 6.3.1 Ladder must have anti-slip "safety feet" and the feet must be used. Employees must understand the proper use of the "safety feet".
 - 6.3.2 Extension ladders must have a rope that is used to extend and retract the ladder sections.
 - 6.3.3 The length of single ladders or individual sections of extension ladders shall not exceed 30 feet. A two-section ladder shall not exceed 48 feet in length and more than two-section ladders (3, 4, etc.) shall not exceed 60 feet in length.

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6.3.4 Based on the nominal length of the ladder, each section of a multi-section ladder shall overlap the adjacent section by at least the number of feet stated in the following:

Normal length of ladder (feet)	Overlap (feet)
Up to and including 36	3
Over 36, up to and including 48	4
Over 48, up to 60	5

6.3.5 Extension ladders shall be equipped with positive stops which will ensure the overlap specified in the table above.

6.4 Step Ladders

6.4.1 Stepladders shall not exceed 20 feet in length. The length of a stepladder is measured by the length of the front rail.

6.4.2 The bottoms (feet) of the four side rails are to be covered with an insulating anti-slip material to prevent the ladder from sliding for the safety of the user.

6.4.3 A metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position shall be a component of each stepladder. The spreader shall have all sharp points or edges covered or removed to protect the user. Spreader are to move freely and lock properly.

6.5 Care of ladders

6.5.1 Ladders must be visually inspected before each use. Ladders may not have structural defects or hazards such as:

- Sharp edges,
- Loose side rails,
- Damaged steps,
- Burrs or cracks,
- Excessive fading (original color gone),
- Worn feet or ladder caps,
- Should be stored inside away from the sun,
- When not in use, must be secured and stored properly.

6.5.2 The following rules and regulations are essential to the life of the ladder and the safety of the user.

- If ladders tip over, inspect ladder for side rails dents or bends, or excessively dented rungs; check all rung-to-side-rail connections; check hardware connections; check rivets for shear.
- If a ladder is exposed to oil and grease, it **must** be cleaned prior to use. This can easily be done with a solvent or steam cleaning.

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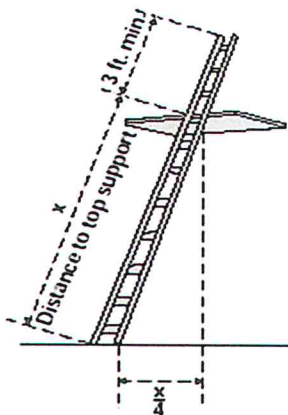
- Ladders having defects are to be tagged, taken out of service, and reported to the Team Leader.

6.6 Prior to Use of Ladder:

- 6.6.1 If a ladder is only going to be used to access a lower or upper level, a ladder permit is not required; however, a ladder inspection must still be conducted and documented on the Ladder Pre-Use Inspection Form (Attachment 10.2) and the Ladder and Fall Protection policies still apply.
- 6.6.2 Assess the situation utilizing “Managing Work at Heights with Ladders and Step Ladders Flowchart (Attachment 10.3).
- 6.6.3 Assessment will determine the Hazard Control Level required to perform the task (Attachment 10.4).
- 6.6.4 If required, obtain Ladder Permit (Attachment 10.5) from authorized issuer (list of issuers can be found on the Coosa Portal > Safety and Health > Safety Training).

6.7 Use of Ladders.

- 6.7.1 Single and Extension ladders must have solid, secure, firm footing that will not be displaced during use.
- 6.7.2 Single and Extension ladders must be placed at the proper angle with the wall. This means the base of the ladder must be placed a distance of 1/4 of the working length of the ladder from the wall and at least 3 feet above the point of support (see diagram



- 6.7.3 Single and Extension ladders must be placed with the two rails (side rails) equally supported and extending 3 feet above the top point of support or the edge of the wall.
- 6.7.4 Single and Extension ladders must be secured from movement by tying off at the top support. (It is recommended that additional tie-offs be made at the bottom and midway up the ladder).

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NOTE: If the ladder cannot be tied off another person must hold and secure the bottom of the ladder from moving while anyone is on the ladder.

- 6.7.5 Ladders shall not be placed in any door opening unless the door is closed and locked, the door is barricaded, or a "Safety Watch" is in place during any work activity.
- 6.7.6 Ladders shall not be tied or fastened together to provide longer sections.
- 6.7.7 Ladders shall not be used as a brace, skid, guy or gin pole, gangway, or for other uses than that for which they were intended.
- 6.7.8 Do not use the top four (4) steps of an extension ladder or the top two (2) steps or top landing of a step ladder as a step.
- 6.7.9 Do not use the cross brace, spreader, back of step ladder or pail shelf as a step or for access on the step ladder.
- 6.7.10 When ascending or descending, the climber must face the ladder, use both hands to climb, and not carry supplies.
- 6.7.11 The area around the top and bottom of the ladder shall be kept clear of supplies, equipment, trash and other such items.
- 6.7.12 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 and descending (see diagram).



- 6.7.13 Keep body centered between the rails, never extending outside of the rails.
- 6.7.14 When 3 points of contact cannot be maintained EE must tie off (See Fall Protection Policy)

SPECIAL: When work must be performed from a ladder, the ladder must be securely fastened to the building and the worker must use fall protection.

- 6.7.15 See 1910.333(c) for work practices to be used when work is performed on or near electric circuits.

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7.0 TRAINING

- 7.1 Employees shall be trained in all techniques required to properly set up a ladder. These techniques include standing the ladder, securing the ladder, extending and retracting extension ladders, and the use of ladder jacks if required, etc.
- 7.2 Employees shall be trained in the procedures for inspecting the ladders and their critical elements.

8.0 RECORDKEEPING

- 8.1 Records of employee training on Ladder Safety are electronically maintained.

9.0 REFERENCES

- 9.1 29 CFR 1910.21
- 9.2 29 CFR 1910.25
- 9.3 29 CFR 1910.26
- 9.4 ANSI A14.5 Ladders - Portable Reinforced Plastic - Safety Requirements

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10.0 ATTACHMENTS

- 10.1 Record of Revisions
- 10.2 Ladder Pre-Use Inspection Form
- 10.3 Flowchart: Managing Work at Heights with Ladders & Stepladders
- 10.4 Hazard Control Levels
- 10.5 Ladder Permit

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ATTACHMENT 10.1

RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	1	02/25/08	Name change due to merger.
ALL	2	03-18-13	Name change to Resolute
ALL	3	03-10-14	Changed Safety & Health Manager and General Manager names. Changed formatting and procedure number.
6.6 and 6.5	4	3-10-2016	Inspection guide, climbing and use of ladders improvement.
Title Page & 5.6.2 Attachment 10.2	5	6-24-2016	Changed title page for current management signatures. Included use of Ladder Pre-Use Inspection form (Attachment 10.2).
All	6	9-25-2019	Incorporated Corporate Safe Use of Stepladders, Portable Ladders, and Extension Ladders.

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ATTACHMENT 10.2



Ladder Pre-Use Inspection Form

Type Ladder: _____ **Area:** _____

Note: If any items are marked "Fail", tag out of service, and report for replacement.

INSPECTION:	Pass	Fail	Comments
Stepladder:			
Steps (loose, cracked, bent, missing)			
Top Platform & Rails (cracked, bent, split, frayed)			
Labels (missing or ineligible)			
Pail Shelf (loose, bent, missing, broken)			
Top (cracked, loose, missing)			
Spreader (loose, bent, broken, moves freely, locks properly)			
General (rust, corrosion, loose)			
Other (bracing, shoes, rivets)			
Extension Ladder:			
Rungs (loose, cracked, bent, missing)			
Rails (cracked, bent, split, frayed)			
Labels (missing or ineligible)			
Rung Locks (loose, bent, missing, broken)			
Hardware (missing, loose, broken)			
Shoes (anti-slip, worn, broken, missing)			
Rope/Pulley (loose, bent, broken)			
Other (bracing rivets)			
General (rust, corrosion, loose)			

I certify that I have conducted an inspection of the above referenced ladder and that the conditions of the inspection items are accurately reported.

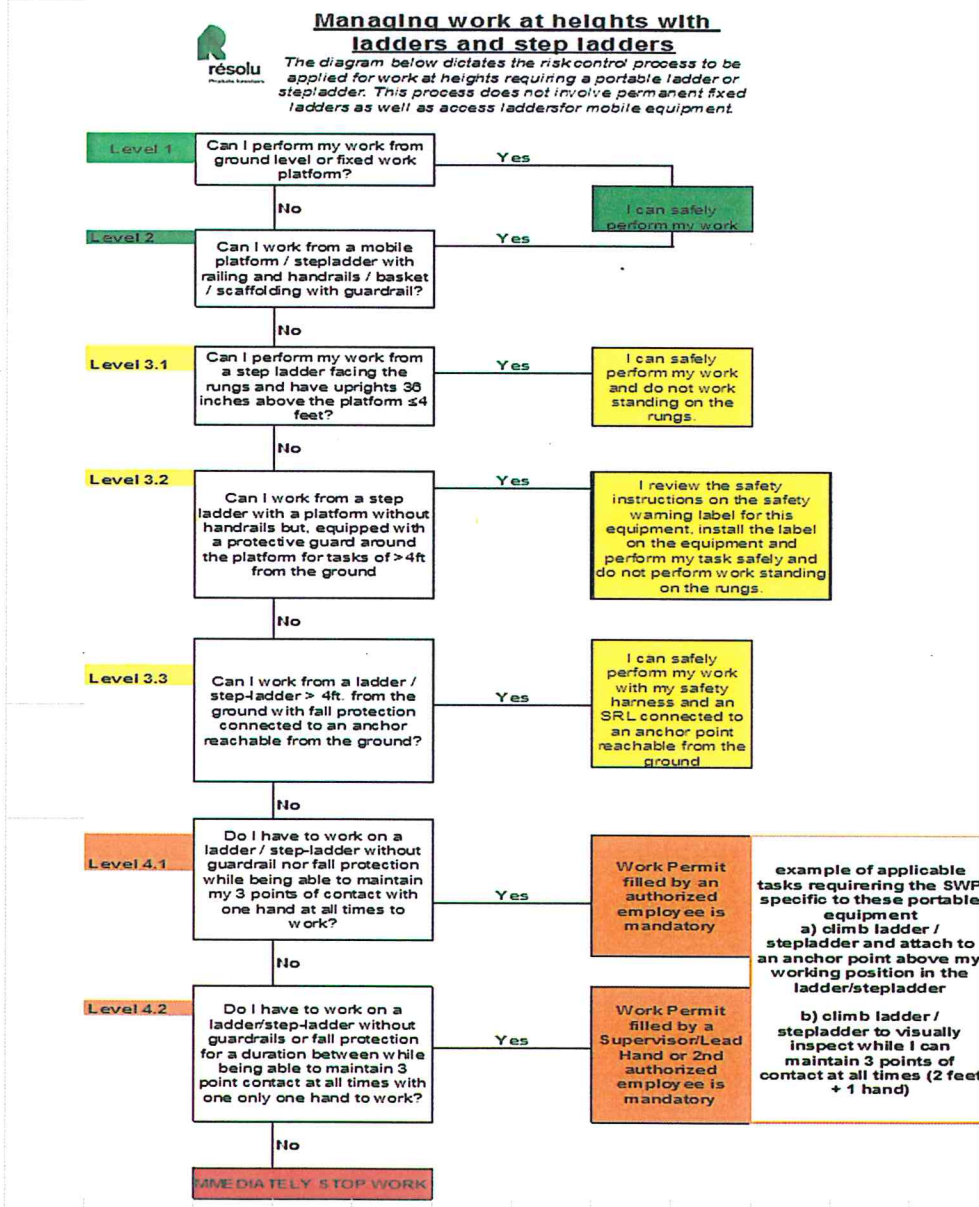
(Print Name)

(Date)

Original: Safety Department (Inspection Form, Ladders) 2019 09 25

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ATTACHMENT 10.4

Hazard Control Levels for Working at Heights


LEVEL 1

1. WORK FROM A PERMANENT PLATFORM EQUIPPED WITH GUARDRAILS
 2. WORK FROM GROUND LEVEL USING AN EXTENDABLE TOOL/MIRROR/CAMERA




1.1

extendable pole with mirror to perform visual inspection



1.2

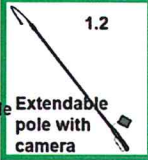
1.2 Wheel chain to operate valve



1.2

1.2


Extendable pole with camera




LEVEL 2

1. WORK FROM A MOBILE PLATFORM OR TYPE I (ANSI or CSA) STEPLADDER with PLATFORM EQUIPPED WITH GUARDRAILS & ACCESS HANDRAILS
 2. WORK FROM A MAN BASKET, SCISSOR/BOOM LIFT
 3. WORK FROM SCAFFOLDING EQUIPPED WITH GUARDRAILS

2.1




2.1




Vidéo 1


2.1-Little Giant 3'-5"




2.2




2.2



2.2



2.3



Hazard Control Levels for Working at Heights

LEVEL 3

3.1 WORK DONE at 4' or less above a lower level with stepladder with platform and 36" minimum extension handrails over the platform level- IT'S FORBIDDEN TO WORK ON THE RUNGS


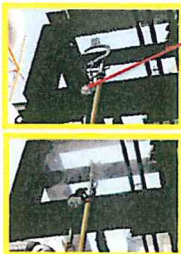



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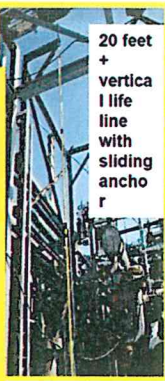
Hazard Control Levels for Working at Heights

LEVEL 3

3.3 WORK DONE FROM A STEPLADDER OR LADDER AT > 4' OR MORE ABOVE GROUND LEVEL, WITH FALL PROTECTION (HARNES + SELF-RETRATCTABLE LANEYARD) ATTACHED TO A FIXED OR PORTABLE ANCHOR POINT ACCESSIBLE FROM THE GROUND OR A PLATFORM IF AT ALL POSSIBLE.


+

=


E.G. EXTENDABLE 20' PIKE POLE WITH PORTABLE ANCHOR CONNECTOR 18KN MILLER # 10 028 99



Hazard Control Levels for Working at Heights

LEVEL 3


3. WORK DONE FROM A STEPLADDER OR LADDER AT > 4' OR MORE ABOVE GROUND LEVEL, WITH FALL PROTECTION (HARNES + SELF-RETRATCTABLE LANEYARD) ATTACHED TO A FIXED OR PORTABLE ANCHOR POINT ACCESSIBLE FROM THE GROUND OR A PLATFORM

NOTES:

- Uncertified anchor point **must provide 5000 lbs load resistance** (as ANSI Z359 & OSHA 1910 standard & CSA standards)
- Certified anchor point must be capable of supporting potential fall force calculated by a qualified person as per Z359 ou OSHA 1910


- Non-certified anchorages typically consist of unquestionably strong elements of a structure

Equivalent to a small pick-up vehicle load suspended



Use of existing structure for single anchorage

- Purlins
- Beams or girders
- Trusses
- DO NOT use bar joist



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Hazard Control Levels for Working at Heights

LEVEL 4

1. ANY WORK DONE FROM A STEPLADDER OR EXTENSION LADDER MUST BE CONTROLLED BY A MANDATORY Ladder Use Permit – (SAFE MANAGEMENT PROCESS) FOR THE USE OF STEPLADDER/PORABLE LADDER SHALL BE COMPLETED BY QUALIFIED EMPLOYEE PERFORMING THE JOB.

2. **Maximum work time on a stepladder/portable ladder or extension ladder is 1 HOUR.**

- Not applicable to fixed ladders
- Not applicable access ladders being used for mobile equipment

1. Employee who **CANNOT USE ONE OF THE LEVELS 1 and 2 CONTROL METHODS** and **MUST use a portable/extension ladder or stepladder, MUST WEAR/USE PROPPER FALL PROTECTION PPE and TIE OFF DEVICES.**
2. When performing a task where 3 points of contact can not be maintained at all times.
3. Must complete a Ladder Permit "SAFE MANAGEMENT OF STEPLADDER/PORABLE LADDER" , IF he/she is QUALIFIED to do so.
 - IF EMPLOYEE IS NOT QUALIFIED, the ladder permit must be completed on the job location by a Manager, Supervisor, STL, Lead Hand OR Qualified Co-Worker.
 - Management responsibility is to make sure all employees understands all policy/ control measures to enable all employees to be compliant **ALL THE TIME** when using a portable/extension ladder or stepladder.
 - Maximum work time on a stepladder/portable ladder or extension ladder is 1 HOUR.

Hazard Control Levels for Working at Heights

LEVEL 4

1. ANY WORK DONE FROM A STEPLADDER OR EXTENSION LADDER MUST BE CONTROLLED BY A MANDATORY Ladder Use Permit – (SAFE MANAGEMENT PROCESS) FOR THE USE OF STEPLADDER/PORABLE LADDER SHALL BE COMPLETED BY QUALIFIED EMPLOYEE PERFORMING THE JOB.

2. **Maximum work time on a stepladder/portable ladder or extension ladder is 1 HOUR.**

- Not applicable to fixed ladders
- Not applicable access ladders being used for mobile equipment



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Attachment 10.5

PERMIT FOR THE USE OF STEPLADDER/PORTABLE/EXTENSION LADDER

Completion of this permit is mandatory before undertaking any job that requires the use of a stepladder or portable ladder, regardless of work height. This permit must be reviewed and approved by a manager, supervisor, STL, lead hand or qualified hourly employee authorized by Coosa Pines Mill.

Validate the following control measures BEFORE AUTHORIZING the use of a portable ladder or stepladder:

- Assess the possibility of performing job from ground level (e.g. use an extendable tool, work from a fixed catwalk, etc.)
- If not possible, consider performing job from a mobile platform equipped guardrails and handrails, or from a man basket or scissor/boom lift, or from a scaffolding equipped with guardrails
- If not possible, consider installing a portable anchor point accessible from the ground or a platform attached to a structure able to support 3,000 lb, with a fall-arrest system (harness + retractor) before climbing up the ladder or stepladder
- Complete this permit and apply appropriate mandatory fall control measures

Execution of work

Name of employee/contractor: _____ Department: _____
 Date of work: _____ Permit issuer: _____
 Type of job: _____ Issuer's function: _____
 Work height: _____

Type of equipment required:

Portable ladder: Yes No Length required: _____
 Stepladder: Yes No Height required: _____

Mandatory control measures: (employee and permit issuer must validate each of the control steps)

	Yes	N/A
1 Portable ladder or stepladder is of industrial grade (according to current Provincial/OSHA regulations), made of fibreglass, and visual inspection revealed no defects.		
2 While climbing up/down, 3-point contact will be maintained at all times, with a firm grip (non-slip gloves) on the ladder rungs/stepladder rails. HANDS WILL BE FREE (no tools or objects). If tools are required, they will be carried in a case or hoisted up in an appropriate container once work height is reached.		
3 While working from the portable ladder or stepladder, employee will maintain 3-point contact (2 feet + 1 hand) and use his/her free hand to handle his tools. If not possible, fall protection will be used once in work position. If not possible, work will be stopped immediately.		
4 While working from the portable ladder or stepladder, employee will always keep his body near the middle of the rails, facing the ladder/stepladder. If not possible, fall protection will be used once in work position. If not possible, work will be stopped immediately.		
5 Ladder or stepladder is positioned so employee can face his/her job and not have to twist or work sideways. Also, all openings in the floor are protected, and risks of being struck by (door being opened, passageways or other locations where a person or vehicle could hit the ladder) have been controlled (e.g. barricades installed, area taped off, or doors closed/locked).		
6 Ladder or stepladder feet are on a firm, level and non-slippery surface. Both rails are firmly supported and extend at least 3 feet at the top, and clearance is at least 6" behind the rungs.		
7 Portable ladder will be maintained firmly in place by one or more persons, if it is not solidly tied off by some other means (cable, etc.) to keep it from moving.		
8 Portable ladder or stepladder is sheltered from any impact or slip that could put it off balance.		
9 Portable ladder or stepladder is of adequate length so worker can do his/her job without having to step on the last 2 rungs or steps.		

Signatures: We confirm that all applicable control means to prevent falling from the portable ladder or stepladder have been checked and explained on the job site, and will be maintained all through the job.

Approvals:

Issuer signature: _____ Date: _____
 Employee signature: _____ Date: _____

Once completed, return this permit to your Health & Safety Department