



# Board of County Commissioners Agenda Request

2G

Agenda Item #

**Requested Meeting Date:** October 28, 2014

**Title of Item:** Ladder Policy

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson, Human Resources Director		<b>Department:</b> Human Resources Department
<b>Presenter (Name and Title):</b> Bobbie Danielson, Human Resources Director		<b>Estimated Time Needed:</b> n/a consent agenda
<b>Summary of Issue:</b>  <p>The Safety Committee is working on developing and updating safety programs and policies. The attached Ladders Safety Policy was developed by the committee, including representatives from the Highway, Land, LLCC, and Building Maintenance Departments which are the primary areas ladders are used throughout county facilities. Also sent to County Administrator for final review:</p> <p>From: Bobbie Danielson          Sent: Wednesday, September 03, 2014 11:55 AM          To: Nathan Burkett          Subject: For your approval -- Ladder Safety Policy, safety cmte draft</p> <p>Hello. Would you like to review and/or make any edits to this before it goes to the Board for approval? This is a draft from the Safety Committee and BT has reviewed it. Thank you.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Motion to adopt policy as presented.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

# **Aitkin County Ladder Safety Policy**

**10/28/2014**

## **Portable Metal and Wood Ladders**

In accordance with the requirements of OSHA 29 CFR 1910.21, 1910.25, and 1910.26, the following guidelines have been established to reduce the risk of incident or injury to employees of Aitkin County working on or around portable metal or wood ladders. This particular policy does not include fixed or job-made ladders.

This program outlines the proper procedures to be taken when inspecting, maintaining, storing and using portable aluminum, fiberglass, metal, and wood ladders on the job. The following shall be included as part of the Ladder Safety Program:

## **Ladder Ratings / Types**

Ladders are categorized by size and weight limits. These limits are posted or otherwise attached to the ladder to let the user know its limitations.

Only the following ladders shall be used by Aitkin County staff:

- Type I (Industrial) rated for 225 – 300 lbs.
- Type II (Commercial) rated for 200 – 225 lbs.

## **Ladder Selection**

Ladders should be chosen carefully:

- Portable ladders must be of proper construction, size, and type for the type of work.
- Metal ladders cannot be used around electrical equipment (i.e. panels, transformers, power lines etc.).
- Use fiberglass or wood ladders around electrically energized equipment and lines
- Ladders must be of sufficient height to perform the necessary work. Standing on the top two steps of a stepladder or the top three steps of a straight ladder is prohibited.
- Step ladders cannot be used as straight ladders
- Smooth rungs should not be used where there is ice, rain, snow, or other wet conditions

- When attempting to gain access to a platform, roof, or other elevated area a straight ladder shall be used.
- The straight ladder must extend at least 5 rungs above the surface to be accessed
- If the ladder is to be used at a height of 8' or more, it shall be tied off, held in place by a spotter, or otherwise prevented from movement

## **Ladder Inspection**

### **Ladders must be thoroughly inspected...**

- if damaged
- after subjected to overloading
- after subjected to impact
- after exposure to elevated temperatures
- after repair
- every 6 months for damage and deficiencies
- before each use, it should be assured that the ladder is:
- free of loose locks, rungs or steps
- free of loose nails, screws or bolts
- free of broken, cracked or split braces, rails, rungs or steps
- free of burrs, jagged edges and splinters
- free of corrosion, grease, non-compliant paint, oil or rust
- free of any recognized damage that could cause injury
- Any ladder found to be damaged beyond repair should be disposed of after complete dismantling or breakage. This will insure that the ladder cannot be used after disposal.
- If the ladder can be repaired, it should be removed from service, tagged out-of-service, and brought to the Park Shop or Maintenance Department for the necessary repairs.

## **General Notes**

- Employees shall always face the ladder when ascending or descending.
- Both hands should be in contact with the ladder when ascending or descending.
- Tools should be carried on a tool belt
- Employees using a ladder should never overreach.
- The belt buckle should not extend beyond the beam or uprights of the ladder.
- Ladders shall never be placed in front of a doorway that opens toward the ladder unless:
- the doors have been locked to prohibit use
- the doors have been posted with barrier tape or a sign that warns of the person on ladder

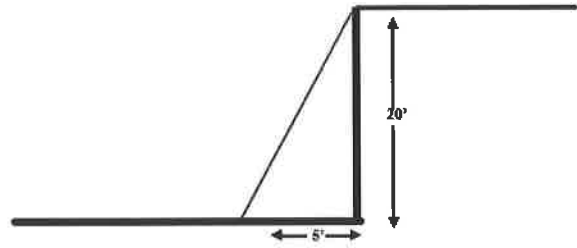
- a person has been posted on the other side of the door to prohibit entry when ladder is being used
- Ladders 8 feet in height or larger shall be held in place with any or all of the following:
  - a rope tied to a secure part of the building or fixture
  - a person whose responsibility is to stabilize the ladder for the user, or
  - any other method to prevent accidental movement
- Employees using ladders on the job must feel comfortable using the ladder.
- if an employee is apprehensive about using the ladder for any reason they should contact their supervisor.
- if an employee is using medication that may cause drowsiness, reasonable accommodation must be made to prevent injury
- Ladders must be placed on level, solid surfaces.
- Never place a ladder on concrete blocks or any other object that might move
- Slippery conditions such as ice and snow may also pose a problem. Sand / secure the ladder in place.
- Only one person at a time is permitted on a ladder.
- The ladder should not be overloaded beyond its rated capacity.
- Do not leave ladders unattended where unauthorized persons or children may use them.
- Do not use ladders during strong winds except in emergencies and after tying or securing.

## **Step Ladders**

- Step ladders must be opened completely with spreaders locked in place.
- Step ladders cannot be used as straight ladders.
- if a straight ladder will not fit, a step ladder can be used, provided it is tied off at the top to prevent falling.
- Step ladders must be tall enough to perform the necessary work.
- Stepping on the top two steps of a step ladder greater than 3' in height is prohibited.

## **Extension or Straight Ladders**

- Straight or extension ladders must extend at least 5 rungs above the platform, roof, or other area of dismounting.
- Straight or extension ladders must be long enough to perform the necessary work.
- Stepping on the top 3 rungs of a straight ladder is prohibited.
- Straight or extension ladders must be placed so that the proper ladder angle is met - for every 4 feet in height the ladder must be raised, the base should be 1 foot away from the wall or object that the ladder is set against.



## Custodial Staff

- Custodial staff who are required to change light bulbs as part of their routine duties can utilize a step ladder 12' in height or less provided the ladder is tall enough to safely reach the intended work.
- If a 12' ladder is not available in the building, then the custodian should contact his/her supervisor who can obtain a ladder or notify the appropriate person that the light needs to be replaced. In some cases, a "Genie" lift or an outside contractor may be needed.

## Ladder Storage

- Ladders should not be stored where excessive heat or dampness is present.
- Straight ladders should be stored horizontally either on the floor or hung on the wall where they should be supported at 4 to 5-foot intervals.

## Ladder Maintenance

Aluminum ladders should be cleaned with soap and water as needed.

Fiberglass ladders should be cleaned with soap and water as needed and sealed with a clear or pigmented lacquer or paste wax when necessary.

Metal ladders can be cleaned with a mild soap and water as needed.

Wood ladders should be cleaned with a mild soap and water, then dried. The wood ladders should be protected with a clear shellac, varnish, or wood preservative application at least annually.

- Wood ladders that have been painted shall be removed from service.

It is the responsibility of each supervisor to oversee the implementation and enforcement of the ladder safety policy. The policy has been implemented for reasons of personal safety.