

Procedure Title:	Ladders	SOP Number:	SOP-100-03-PR-006
Procedure Owner:	Corporate HSE	Issuing Authority:	Chief Safety Officer

LADDERS

2	8/16/16	Added 4.1.21	DWS	8/30/16
1	9/8/14	Remove the requirement for quarterly color code inspections Added tagging requirements for defective ladders Added only fiberglass composite portable ladders are to be used Added approval of dual user ladders	DWS	12/3/14
0	7/8/13	Complete Rewrite	DWS	11-21-13
Rev. #	Rev. Date:	Changes	Approved	Issue Date

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1.0 PURPOSE

The purpose of this procedure is to establish the minimum requirements for Ladders for STIS DBA Southeast Texas Industrial Services.

2.0 SCOPE

This procedure applies to all HenSu Holdings employees, contractors, subcontractors and visitors associated with an HenSu Holdings site.

3.0 RESPONSIBILITIES

The following personnel have responsibilities defined in this procedure:

- HenSu Holdings Managers
- HenSu Holdings Supervisors
- HenSu Holdings Employees
- HenSu Holdings Contractors
- HenSu Holdings Subcontractors
- HenSu Holdings Visitors

4.0 PROCEDURE

Each site shall make every attempt to prevent the possibility of incidents and accidents to employees while performing work activities from ladders through compliance with safety regulations, training of employees to properly perform their job activities and through employee involvement in safe work activities.

4.1 GENERAL PRECAUTIONS

- 4.1.1 Employees shall face ladders when ascending or descending.
- 4.1.2 Employees shall always use three (3) points of contact when ascending or descending ladders by using either two (2) feet and one (1) hand or one (1) foot and two (2) hands.
- 4.1.3 Ascending or descending ladders with material or tools in hands shall be prohibited.
 - Materials and tools shall be hoisted with a hand line or a tool belt used.
- 4.1.4 Ladders shall be selected with the right base or ladder shoe for the surface.
- 4.1.5 Ladders shall be lashed or otherwise securely fixed in place.
- 4.1.6 Ladders shall extend a minimum of 36 inches [three (3) rungs] above the top landing.
- 4.1.7 Ladders shall be set at a 75° angle (base should be ¼ of ladder length from the wall or point directly under the top support).
- 4.1.8 Employees shall reach only within safe limits.
 - A good rule of thumb is to always keep the belly button between the rails of the ladder.
- 4.1.9 Only one (1) employee shall work from a ladder at any time unless the ladder is designed for dual users.
- 4.1.10 A ladder shall not be leaned against unsafe backing such as loose boxes or barrels.
- 4.1.11 Employees shall never work standing on any of the top three (3) rung of a straight ladder.
- 4.1.12 Employees shall never work standing on the top two (2) steps of a stepladder.
- 4.1.13 Before setting a ladder in front of a door or passageway, the door shall be locked or the passageway shall be barricaded or guarded.
- 4.1.14 Ladders shall be kept free of oil or grease.

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- 4.1.15 All ladders shall be stored in a clean and dry place.
- 4.1.16 Ladders shall be dismantled before moving.
 - They shall never be moved by “jumping, walking or wobbling” them.
- 4.1.17 Ladders shall only be used for the purposes for which they are designed.
- 4.1.18 Metal ladders or ladders with metal side rails shall not be used near electric equipment or lines.
- 4.1.19 Only ladders that are classified as Type IAA, IA, I or Type II Commercial grade shall be used. Examples of ladder markings can be found in Exhibit 7.1
- 4.1.20 The rated capacity of ladders shall not be exceeded
- 4.1.21 All ladder rungs shall be uniformly spaced to meet OSHA/ANSI specifications.

4.2 INSPECTION

- 4.2.1 All ladders, including fixed ladders shall be visually inspected before each use.
- 4.2.2 All damaged ladders shall be red tagged and removed from the work area.

4.3 PORTABLE LADDER INSPECTION CHECKLIST

4.3.1 Straight Ladders

- 4.3.1.1 Only fiberglass composite portable ladders shall be used. Wooden or aluminum ladders are not recommended for use.
- 4.3.1.2 Assure it is Type I or II.
- 4.3.1.3 Examine the beam or side rails for defects such as cracks, splits, deep burns, bends, breaks or other defects.
- 4.3.1.4 Check the rungs or steps for breaks, bends, and tightness.
- 4.3.1.5 Ensure the rungs or steps are clean and free of debris.
- 4.3.1.6 Examine any step/rung braces for deformity or other defects.
- 4.3.1.7 Check rivets, nuts, bolts and general integrity.
- 4.3.1.8 Ladder shoes (feet) shall be in place and in good condition.
- 4.3.1.9 Ladders shall not be painted.

4.3.2 Extension Ladders

- 4.3.2.1 Check all items as in section 4.3.1, plus
- 4.3.2.2 Pulleys and lanyard systems shall be intact and without damage.
- 4.3.2.3 Ladder locks, “dogs” or guides shall be unbroken and functioning.

4.3.3 Step Ladders

- 4.3.3.1 Check all items as in section 4.3.1, plus
- 4.3.3.2 Spreader bars or locks shall be in place, functional and free of defects.

4.3.4 “Hook” or “shell” ladders

- 4.3.4.1 Check welds for breaks, cracks or defects.
- 4.3.4.2 Side rails shall be free of burns or weld spurs.
- 4.3.4.3 Steps or rungs shall be clean and free of debris.
- 4.3.4.4 Hooks shall not be deformed.
- 4.3.4.5 Field repairs shall not be permitted on this type of ladder.

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- Damaged ladders shall be removed from service.

4.4 TRAINING

4.4.1 Training shall be conducted annually for each employee who may use ladders.

4.4.2 Training records shall be retained in the HSE Training Database.

5.0 REFERENCES

OSHA 1910.25	Portable Wood Ladders
OSHA 1910.26	Portable Metal Ladders
OSHA 1910.27	Fixed Ladders
OSHA 1926.1053	Ladders

6.0 TERMINOLOGY

Site	Any location where HenSu Holdings personnel are involved in work activities.
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7.0 EXHIBITS

7.1 Ladder Markings

