

OPS-SP-0009

Ladder Safety Policy

Revision History				
Rev	Date	Document Owner	Approved By	Issue Purpose
0	09/12/2022	R. Courtney	JC	Create new policy
1	06/05/2026	R. Strahan	RS, NR, RG	Update policy to separate by topic and content
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1 Purpose

The purpose of this procedure is to establish the minimum requirements for the use of ladders on all Ampirical sites.

2 Scope

This policy shall apply to all Ampirical employees, subsidiaries and subcontractors.

3 Definitions

3.1 Ladder

- Consists of two side rails joined at regular intervals by steps, rungs, or cleats, on which a person may ascend or descend.

3.2 Stepladder

- Self-supporting portable ladder, non-adjustable 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.

3.3 Single Ladder

- Non-self-supporting portable ladder, non-adjustable in length, consisting of one section. Its size is designated by the overall length of the side rail.

3.4 Individual-Rung Ladder

- A fixed ladder, each rung of which is individually attached to a structure, building, or equipment.

3.5 Rail Ladder

- A fixed ladder consisting of side rails joined at regular intervals by rungs or cleats and fastened in full length or in sections to a building, structure, or equipment.

3.6 Extension Ladder

- A non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling in guides or brackets that permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.

3.7 Pitch

- The included angle between the horizontal and the ladder, measured on the opposite side of the ladder from the climbing side.

3.8 Fastenings

- A device to attach a ladder to a structure, building, or equipment.

3.9 Rungs

- Ladder crosspieces of circular or oval cross section on which a person may step in ascending or descending.

3.10 Cleats

- Ladder crosspieces of rectangular cross section placed on edge on which a person may ascend or descend.

3.11 Steps

- Flat crosspieces of a ladder on which a person may ascend or descend.

4 Responsibilities

4.1 Managers and Supervisors

- In coordination with the HS&E Department, develop and implement Ladder Safety Awareness training for employees.
- Ensure personnel are aware of work that has the potential for hazards when working with ladders.
- Identify possible locations where ladder hazards in the workplace may be found.
- Inform the HS&E Department to provide any necessary monitoring or other required actions.
- Ensure employees comply with Ladder Safety requirements.

4.2 HS&E Department

- Coordinate Ladder Safety Awareness training activities.
- Provide support, monitoring and other required actions as requested by managers and supervisors.

4.3 Employees

- Comply with Ladder Safety requirements and direct any questions or concerns to the HS&E department.
- Attend required training .
- Use ladders only for their intended purpose.
- Inspect ladders before each use.
- Report damaged ladders or unsafe conditions.

5 Ladder Care and Use

- Defective or damaged ladders must be immediately reported, tagged, and put out of use until repaired.
- Ladders must be inspected frequently. Inspections shall be completed by a competent person and documented in KPA Ladder Inspection Record.
- Only one person at a time may use a ladder. If the job requires more than one-person, additional ladders or scaffolding should be used.
- Place portable run and cleat ladders so that the horizontal distance from the top support to the foot of the ladder is $\frac{1}{4}$ the working length of the ladder.
- Do not use ladders for any other purpose other than what they were designed for.
- Job built ladders are prohibited.

6 Requirements For Ladder Rungs

- The rungs, cleats and steps shall be parallel, level and uniformly spaced when the ladder is in position for use.
- Rungs, cleats, and steps of portable ladders and fixed ladders (including individual rung/step ladders) shall be spaced not less than 10 in. apart, and not more than 14 in. apart, as measured between center lines of the rungs, cleats, and steps.
- Rungs, cleats, and steps of step stools shall not be less than 8 in. apart, nor more than 12 in. apart, as measured between the center lines of the rungs, cleats, and steps.
- Rungs and steps of individual-rung/step ladders shall be shaped in such a way that employees' feet cannot slide off the end of the rungs.
- Rungs, cleats, and steps of portable metal ladders shall be corrugated, knurled, dimpled, coated with skid resistant material, or otherwise treated to minimize the possibility of slipping.
- The minimum clear distance between side rails for all portable ladders of other fixed ladders shall be 16 in.

7 General Specifications for Straight and Extension Ladders

- The minimum width between side rails of a straight ladder or any section of an extension ladder must be 12 in.
- Rungs, cleats, and steps of the base section of extension trestle ladders shall not less 8 in. or more than 18 in., as measured between center lines of the rungs, cleats, and steps.
- The length of single ladders or individual sections of ladders must not exceed 30 ft. Two section ladders must not exceed 48 ft. in length and over two section ladders must not exceed 60 ft. in length.
- Based on the nominal length of the ladder, each section of ladder must not exceed 60 ft. in length. Based on the nominal length of the ladder, each section of a multi-section ladder must overlap the adjacent section by at least the number of feet:

Length	Overlap
Up to 36 feet	3 feet
36 to 48 feet	4 feet
48 to 60 feet	5 feet

- Extension ladders must be equipped with positive stops which will ensure the overlap.

8 General Specifications for Stepladders

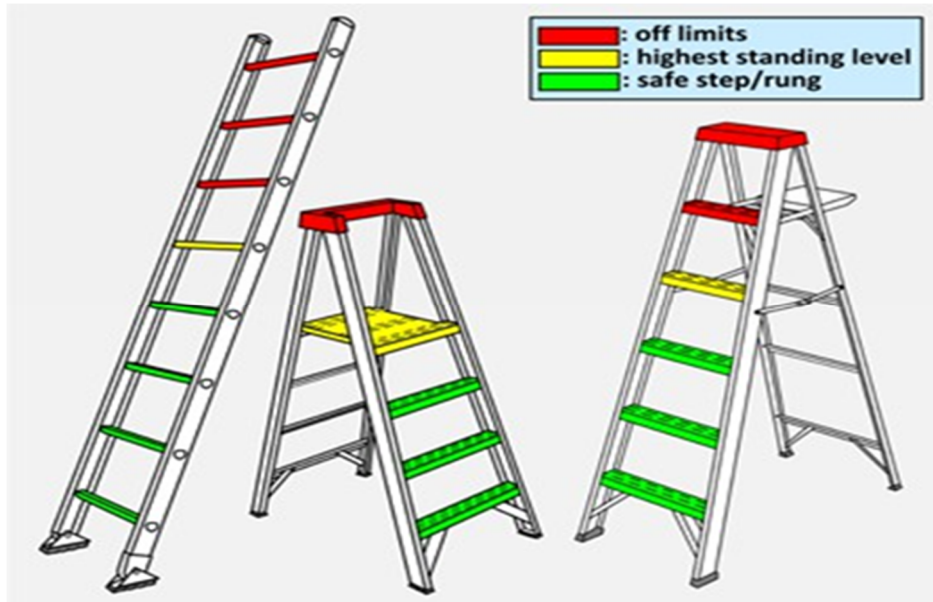
- The length of a stepladder is measured by the length of the front rail. To be classified as a standard-length ladder, the measured length must be within plus or minus one half inch of the specified length. Stepladders must not exceed 20 ft. in length.

- The bottoms of the four rails are to be supplied with insulation non-slip material for the safety of the user.
- The minimum clear distance between the side rail for all portable ladders shall be 11 ½ inches.
- A metal spreader or locking device strong and large enough to securely hold the front and back sections in the open position must be a component of each stepladder. The spreader must have all sharp points or edges covered or removed to protect the user.

9 When Working from Any Ladder

- Do not use ladders when you are physically compromised (dizzy, faint, tired, or impaired due to medications, illness, drugs, alcohol, age, or physical handicap that may affect your general balance).
- Read and follow the manufacturer’s labels and instructions for the ladder.
- Do not use a ladder during hazardous weather conditions such as high winds, electrical storms, and snow or ice storms.
- Always inspect the ladder before setting it up for use.
- Verify your “working load” and compare it to the ladder’s duty rating. Never exceed the ladder’s duty rating.
- Wear shoes that have nonslip soles; make sure they are free of mud, oil, or anything else slippery.
- Use only approved ladder surfaces such as steps, rungs, or cleats to support your body weight. Never stand on cross braces, spreader bars, or rear horizontals.
- Climb and descend facing the ladder.
- Never skip a step, rung, or cleat when climbing or descending.
- Climb and descend a ladder slowly and deliberately while focusing on each step, rung, or cleat.
- Descend completely down a ladder before dismounting. Do not jump down. Never attempt to hop, walk, or shift a ladder while on it.
- Never attempt to extend or shorten a ladder while on it.
- Center your body between the rails and keep your hips square to the rungs. Never overreach.
- Hold the side rails with both hands; you have a better chance of avoiding a fall if a rung or step fails.
- Hold the ladder with one hand and work with the other hand whenever possible.
- Attach light, compact tools or materials to the ladder or to yourself. Do not carry them in your hands while ascending or descending.

- Raise and lower heavy, awkward loads with a hand line or a hoist.
- Use extreme caution when you are pushing or pulling materials while supported by a ladder.
- Never straddle the top of a ladder.
- Never use an extension ladder with the upper fly section positioned beneath the lower base section.



10 Using Portable Rung Ladders

- Portable rung and cleat ladders must be placed so that the horizontal distance from the top support to the foot of the ladder is one quarter of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder must be so placed as to prevent slipping, or it must be lashed or held in position. A simple rule for setting up a ladder at the proper angle is to place the base a distance from the vertical wall equal to one fourth the working length of the ladder.
- Portable ladders must be placed so that the side rails have a secure footing. The top rest for portable rung and cleat ladders must be reasonably rigid and must have ample strength to support the applied load. When in use, portable ladders must be firmly placed, held, tied or otherwise secured to prevent slipping or falling.
- Ladders shall not be loaded beyond the maximum intended load for which they are built, or beyond the manufacturer's rated capacity.

Duty Rating	Ladder Type	Working Load
Light Duty	Type III	200 pounds
Medium Duty	Type II	225 pounds
Heavy Duty	Type I	250 pounds
Extra Heavy Duty	Type IA	300 pounds
Special Duty	Type IAA	375 pounds

- The user should equip all portable rung ladders with non-slip bases when there is a hazard of slipping. Non-slip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used upon oily, metal, concrete, or slippery surfaces.
- Portable rung ladders with reinforced rails must be used only with the metal reinforcement on the underside.
- Do not use portable metal ladders near energized electrical circuits. Non-conductive ladders of fiberglass must be used around wiring or installations.

11 Using Multi-Section or Extension Ladders (Non-Supportive)

Non-self-supporting ladders should have a set-up angle of 75.5 degrees to the horizon unless instructed otherwise by the ladder manufacturer. When set at this angle, you will have a 4-to-1 ratio of the ladder's working length to the set-back distance. The working length is the portion of the ladder from the ladder's base to the upper-support point. When portable ladders are used for access to an upper landing surface, the ladder side rails shall extend at least 3 feet (.9 m) above the upper landing surface to which the ladder is used to gain access; or, when such an extension is not possible because of the ladder's length, then the ladder shall be secured at its top to a rigid support that will not deflect, and a grasping device, such as a grabrail, shall be provided to assist employees in mounting and dismounting the ladder.

12 Training

The company will provide a training program for each employee using ladders and stairways, as necessary. The program enables all personnel to recognize hazards related to ladders and stairways, and trains each worker in the procedures to be followed to minimize these hazards.

13 Applicable Standards

Title 29 Code of Federal Regulation (CFR) Part 1926 Subpart X (1926.1053) – Stairways and Ladders (Ladders)
American National Standards Institute (ANSI)