



LADDER AND SCAFFOLD SAFETY PROCEDURE

1.0 PURPOSE

- 1.1. To protect employees from the hazards associated with falls from and/or failures of ladders and scaffolds.

2.0 SCOPE

- 2.1 This program applies to all University personnel and contractors required to use ladders or scaffolding.

3.0 DEFINITIONS –

Brace - A rigid connection that holds one scaffold member in a fixed position with respect to another member, or to a building or structure.

Cleat - A structural block used at the end of a platform to prevent the platform from slipping off its supports. Cleats are also used to provide footing on sloped surfaces such as crawling boards.

Competent Person - One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Coupler - A device for locking together the tubes of a tube and coupler scaffold.

Guardrail - A vertical barrier, consisting of, but not limited to, top rails, mid rails, and posts, erected to prevent Employees from falling off a scaffold platform or walkway to lower levels.

Ladder – A device with rungs, steps, or cleats used to gain access to a different elevation.

Lifeline - A component consisting of a flexible line that connects to an anchorage at one end to hang vertically (vertical lifeline), which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Maximum Intended Load - The total load of all persons, equipment, tools materials, transmitted loads, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

Outrigger - The structural member of a supported scaffold used to increase the



base width of a scaffold in order to provide support for and increased stability of the scaffold.

Qualified Person - One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and demonstrated his/her ability to solve or resolve problems related to the subject matter, the work or the project.

Rated Load - The manufacturer's specified maximum load to be lifted by a hoist or to be applied to a scaffold or scaffold component.

Scaffold - Any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials or both.

Single Pole Scaffold - A supported scaffold consisting of a platform(s) resting on bearers, the outside ends of which are supported on runners secured to a single row of posts or uprights, and the inner ends of which are supported on or in a structure or building wall.

Three Points of Contact - Term used for a method of safe ladder climbing where between a climber's two hands and two feet, at least three of them are in contact with the ladder rungs/rails at all times while ascending or descending the ladder.

Tube and Coupler Scaffold - A supported or suspended scaffold consisting of a platform(s) supported by tubing, erected with coupling devices connecting uprights, braces, bearers, and runners.

4.0 RESPONSIBILITIES

4.1 Risk Management & Safety shall:

- 4.1.1 Maintain this procedure to ensure regulatory compliance.
- 4.1.2 Coordinate Competent Person training and re-training.
- 4.1.3 Audit this procedure annually.

4.2 Facilities Design & Operations (FDO) shall:

- 4.2.1 Create and maintain a fixed ladder inventory.
- 4.2.2 Develop and ensure a preventative maintenance inspection program is in place for fixed ladders.

4.3 Departments shall:

- 4.3.1 Identify Competent Persons and ensure they complete Competent Person training prior to authorizing Scaffold Permits

- and/or performing inspections.
- 4.3.2 Ensure all ladder and scaffold users are trained in and adhere to this procedure.
 - 4.3.3 Ensure all contractors working under their direction adhere to this procedure.
- 4.4** Competent Persons shall:
- 4.4.1 Complete scaffolding competent person training.
 - 4.4.2 Conduct **daily** inspections of scaffolding and the adjacent area (Section 6 and Appendix A) prior to each shift that scaffolding is used.
 - 4.4.3 Complete and attach the appropriate tag (Green, Red) using the criteria in Appendix A.
 - 4.4.4 Remove exposed employees from hazardous areas upon discovering hazardous conditions or evidence of potential scaffolding failure.
- 4.5** Employees shall:
- 4.5.1 Understand and adhere to this procedure. Employees have the right to refuse to work on ladders or scaffolding that do not meet the requirements of this procedure.
 - 4.5.2 Complete ladder safety and scaffold user training prior to working from either.
 - 4.5.3 Use required personal fall protection as required.
 - 4.5.4 Never attempt to alter or repair any ladder or scaffold unless authorized.
 - 4.5.5 Inspect portable ladders or scaffolds as required prior to use.
- 4.6** Scaffold Erectors shall:
- 4.6.1 Install scaffolding and perform inspections prior to initial use. If the scaffold is used over an extended period of time (1 week), the scaffold erector shall complete another inspection.
 - 4.6.2 Inspect all scaffold components before erecting and during dismantling. Defective components shall be repaired or replaced immediately.
 - 4.6.3 Complete and attach the appropriate tag (Green, Red) using the criteria in Appendix A.
- 4.7** Contractors shall:
- 4.7.1 Ensure their personnel are trained on the inspection, use, and care of ladders and scaffolding as needed.
 - 4.7.2 Provide and use their own ladders and scaffolding.
 - 4.7.3 Enforce this procedure's rules.

5.0 LADDERS

5.1 General Requirements. Ladders shall:

- 5.1.1 Only be used for their intended purpose in accordance with manufacturer recommendations and guidelines.
- 5.1.2 Have a minimum of a Class I-A, 300 pound rating and be made of fiberglass reinforced plastic. The use of portable aluminum, metal or wooden ladders is prohibited (NOTE: this does not include small step stools or mobile ladder stands— see pictures)

Step Stools



Mobile Ladder Stand

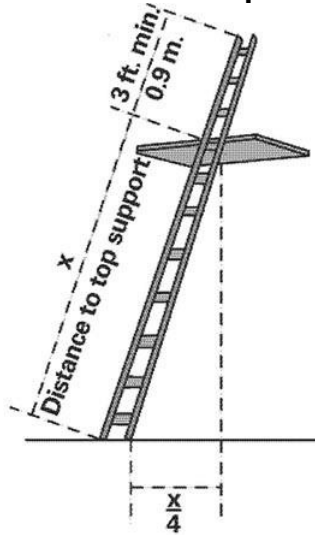


- 5.1.3 Only be used on level and stable surfaces.
- 5.1.4 Not be moved, shifted or extended while in use.
- 5.1.5 Be equipped with slip resistant feet to prevent unintentional displacement or movement.
- 5.1.6 Not be placed in front of doors unless the door is locked and barricaded.
- 5.1.7 Not be painted.

5.2 Portable Ladders.

- 5.2.1 Shall extend at least 3 feet above the upper landing surface when used to access an upper landing.
- 5.2.2 Shall be placed with a 4 to 1 (rise to run) pitch from the supporting structure (see Figure 1).
- 5.2.3 Extension ladders shall not be taken apart and used independently.
- 5.2.4 Extension ladders shall be secured through the use of a fastener at the top or by footing by another individual.

Figure 1: Portable Ladder Set-up



- 5.3** Step Ladders. All step ladders being used shall be fully opened.
- 5.4** Users shall:
- 5.4.1 Not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.
 - 5.4.2 Stay within the rungs of the ladder. If at any time an employee is four feet or higher and working outside the ladder rungs, the employee shall use fall protection.
- 5.5** Ladder Inspection Program
- 5.5.1 General:
 - 5.5.1.1 Users shall visually inspect fixed and portable ladders prior to each use using the criteria contained in Appendix B.
 - 5.5.1.2 Defective ladders shall not be used and shall be removed from service immediately or tagged as **“DANGEROUS, DO NOT USE”**.
 - 5.5.2 Fixed Ladders:
 - 5.5.2.1 Fixed ladder inspections shall be conducted per the preventative maintenance (PM) schedule by FD&O personnel using their established PM checklist.
 - 5.5.2.2 Fixed ladder PM inspections shall be documented.
- 5.6** Ladders shall be stored and secured in a manner to prevent falling and unauthorized use.
- 6.0 SCAFFOLDS**
- 6.1** General Requirements
- 6.1.1 All scaffolds shall be designed by a professional engineer or

manufacturer and shall be erected, loaded and used in accordance with that design or manufacturer's specifications. A registered professional engineer is required for scaffolding design erected over 125 feet and pole scaffolds erected over 60 feet high.

- 6.1.2 Scaffolds shall be erected, altered, moved, or dismantled by trained scaffold erectors.
- 6.1.3 Employees required to perform work on scaffold platforms shall be trained in the recognition and control measures for the hazards associated with the type(s) of scaffold being used.
- 6.1.4. Scaffolds shall be capable of supporting without failure, its own weight and at least 4 times the maximum intended load.
- 6.1.5. Scaffolds with work platforms 6 feet or more above the ground or next lower level shall have a complete guardrail system or utilize fall protection. Toe boards are required when there is a risk of material, tools, equipment being kicked, bumped or otherwise dislodged off the scaffold deck onto personnel below.
- 6.1.6. All scaffold work platforms must be completely decked between the uprights and/or guardrail supports.
- 6.1.7. Scaffold platforms shall be a minimum of 18 inches wide.
- 6.1.8. All scaffold decking shall be scaffold grade or equivalent.
- 6.1.9. The footing or anchorage for all scaffolds shall be sound, rigid, and capable of supporting the loaded scaffold without settling or displacement. Unstable objects such as barrels, boxes, loose bricks, or concrete blocks shall not be used to support scaffolds. Mud sills shall be 8" X 8" and base plates are required when scaffolds are supported on the ground surface. When using leveling jacks, 3/4 of its length shall remain inside the scaffold leg.
- 6.1.10. The poles, legs, or uprights of scaffolds shall be plumb and securely braced to prevent swaying and displacement.
- 6.1.11. Manufactured scaffold components shall not be modified. Scaffold components manufactured by different manufacturers or of dissimilar metals shall not be intermixed unless the components fit together without force, modification and the scaffold's structural integrity is maintained as determined by a professional engineer.
- 6.1.12. Supported scaffolds with a height to base width ratio of more than four to one (4:1) shall be restrained from tipping by guying, tying, bracing, or equivalent means.
- 6.1.13. Guys, ties, and braces shall be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet or less for scaffolds 3 feet wide or less; and every 26 feet or less thereafter for scaffolds greater than 3 feet wide.

- 6.1.14. The top guy, tie or brace of completed scaffolds shall be placed no further than 4:1 height from the top. Such guys, ties and braces shall be installed at each end of the scaffold and at horizontal intervals not to exceed 30 feet.
- 6.1.15. Design drawings must be made prior to erection and kept on site for any scaffold over 125' high. They must be made by a registered professional engineer competent in this field.
- 6.1.16. Contract personnel shall not use university scaffolding.

6.2 Scaffold Inspection

- 6.2.1 A competent person shall inspect the scaffold for visible defects prior to each work shift. The inspection shall verify that:
 - 6.2.1.1 Scaffold components are straight and free from bends, kinks dents, and severe rusting. Handrails, mid rails, cross bracing, and steel tubing shall be inspected for nicks, especially near the center span, and indications where a welding arc has struck.
 - 6.2.1.2 Scaffold frame weld zones are free of cracks. The ends of frame tubing shall be inspected for splitting or cracking.
 - 6.2.1.3 Manufactured decking does not contain loose bolt or rivet connections and bent, kinked, or dented frames. Plywood surfaces shall be checked for softening due to rot or wear and peeling or delaminated layers at the edges. Scaffold boards shall be inspected for rot, cracks, notches, and other damage. Also, inspect cleats if used.
 - 6.2.1.4 Each quick-connect device, whether a spring, threaded connection, or toggle pin arrangement, operates properly.
 - 6.2.1.5 Casters, if used, have smooth rolling surfaces, free turning, free acting swivel, and that the locking mechanism is in good working order.
- 6.2.2 Users shall:
 - 6.2.2.1 Verify that the scaffold has been inspected by a competent person and that tags are in place.
 - 6.2.2.2 Read and adhere to any instructions or warnings outlined on the tag.

6.3 Scaffold Tag System

- 6.3.1 A two tag system shall be used.
 - 6.3.1.1 The scaffold erector shall complete and attach a scaffold tag once the scaffold has been built and weekly if used for an extended period of time.

- 6.3.1.2 A competent person shall inspect the scaffold prior to each shift and complete and attach a second scaffold tag.
- 6.3.2 Scaffold tags and use.
 - 6.3.2.1 A red tag (**DANGER**) identifies scaffolds that are being dismantled, are not yet completely erected, or for some reason are not safe and shall not be used.
 - 6.3.2.2 A green tag (**SAFE FOR USE**) shall be used to identify scaffolds that have meet all requirements (e.g. complete handrails, mid rails, toe boards, and decking) and pass a competent person inspection. A green tag informs all users that the scaffold is safe to use.
 - 6.3.2.3 Any scaffold that is not tagged shall not be used.
- 6.3.3 Inspection tags shall be placed at eye level on or near the access ladder so it is easy to locate and plainly visible.
- 6.3.4 If the scaffold needs to be altered in any way, a scaffold erector shall be contacted to authorize and make the change and conduct a new inspection.

6.4 Scaffold Decking (Boards)

- 6.4.1 **Only** scaffold grade 2" X 10" or 2" x 12" board material shall be used.
- 6.4.2 No paint or material which would affect proper visual board inspection or work surface safety shall be applied to scaffold boards. Scaffold boards may be painted 10 to 12 inches on each end to denote use for scaffold decking only.
- 6.4.3 Scaffold boards shall not extend over their end supports more than 12" or less than 6".
- 6.4.4 All decking on platforms shall be overlapped (minimum 12") or secured from movement.
- 6.4.5 Do not use cleated boards with cleats turned up.

6.5 Scaffold Use

- 6.5.1 Scaffolds shall not be loaded in excess of their maximum intended loads or rated capacities.
- 6.5.2 Debris shall not be allowed to accumulate on platforms.
- 6.5.3 Do not stack brick, tile, block, or similar material higher than 24" on the scaffold deck.
- 6.5.4 Makeshift devices, such as boxes and barrels shall not be used on top of scaffold platforms to increase the working level height.
- 6.5.5 Ladders shall not be used to increase the working level height.
- 6.5.6 Where swinging loads are being hoisted onto or near scaffolds such that the loads might contact the scaffold, tag lines or

- equivalent measures to control the loads shall be used.
- 6.5.7 Scaffolds shall never be altered or moved while they are in use or occupied.
 - 6.5.8 Scaffolds shall not be moved or dismantled without first removing all loose tools, materials, and equipment resting on the scaffold deck.
 - 6.5.9 Employees shall not work outside on scaffolds during storms or sustained winds over 28mph.
 - 6.5.10 Employees shall not work on scaffolds covered with ice or snow unless involved in removing ice or snow from scaffold.
 - 6.5.11 Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might get closer than 10 feet to exposed and energized lines.

6.6 Access to Scaffold Platforms

- 6.6.1 When scaffold platforms are more than 2 feet above or below a point of access, an attached ladder or other approved ladder/stair system must be used by scaffold users to reach the platform.
- 6.6.2 Hook-on and attachable ladders shall be positioned so that their bottom rung is not more than 24 inches above the scaffold supporting level.
- 6.6.3 Access ladders must extend 36" above the platform being accessed, or equivalent safe access shall be provided.
- 6.6.4 Scaffold bracing shall not be used for access or climbing. Integral prefabricated scaffold access frames must be specifically designed and constructed for use as ladder rungs and may be used for access to platforms.
- 6.6.5 Hook-on and attachable ladders shall be broken with rest platforms at 35-foot maximum vertical intervals.
- 6.6.6 Hook-on and attachable ladders shall be specifically designed for use with the type of scaffold being used.
- 6.6.7 Rungs must be uniformly sized and spaced with a maximum interval between rungs of 16 3/4 inches.
- 6.6.8 Rungs must be at least 11 1/2 inches long.

6.7 Mobile (Rolling) Scaffolds

- 6.7.1 Users shall inspect mobile scaffolds before each use. Inspections shall be documented using the Scaffold Tag (Appendix A).
- 6.7.2 Mobile scaffolds shall only be used on level, smooth surfaces free of major defects.
- 6.7.3 Mobile scaffolds shall be braced by cross, horizontal, or diagonal braces, or a combination thereof, to prevent racking or collapse

and to ensure scaffolds remain plumb, level and squared at all times. All brace connections shall be secured.

- 6.7.4 No one shall ride on any part of a scaffold that is being moved.
 - 6.7.5 All casters used with mobile scaffolding shall be provided with a positive locking device to hold the scaffold in position when the scaffold is stationary or while employees are on the scaffold.
 - 6.7.6 Caster stems and wheel stems shall be pinned or otherwise secured in scaffold legs or adjustment screws.
 - 6.7.7 Manual force used to propel the scaffold shall be applied as close to the base as possible, and never more than 5 feet above the supporting surface.
 - 6.7.8 Power systems used to propel mobile scaffolds shall be designed for such use. Forklifts, trucks or other similar motorized vehicles shall not be used to move scaffolds, unless the scaffold is specifically designed to be moved in this manner.
- 6.8** All scaffolding shall be stored indoors in a manner to ensure it remains free from damage.
- 6.9** Fall Prevention and Fall Protection
- 6.9.1 Each employee on a scaffold more than 6 feet above the ground or next lower level shall be protected from falling to that lower level by means of a complete guardrail system (*fall prevention*) or approved *personal fall protection*. This requirement applies to both scaffold users and scaffold erectors/dismantlers.
 - 6.9.2 Fall Prevention from scaffolds
 - 6.9.2.1 All scaffold guardrail systems must meet the design/performance requirements set forth in this Section and by OSHA standards.
 - 6.9.2.2 Guardrail systems shall be installed along all open sides and ends of platforms.
 - 6.9.2.3 Guardrail systems shall be completely installed before the scaffold is released for use other than erection and dismantling crews.
 - 6.9.2.4 Guardrail systems shall be surfaced to prevent injury to employees such as punctures or lacerations.
 - 6.9.2.5 Top edge height of top rails or equivalent member shall be installed between 39 and 45 inches.
 - 6.9.2.6 Each top rail or equivalent member shall be capable of withstanding, without failure, a force applied in any downward or outward direction of at least 200 pounds.
 - 6.9.2.7 Rope, No. 9 wire, banding material, etc., shall not be used as a top rail or mid rail.
 - 6.9.2.8 Mid-rails shall be installed at a height approximately

midway between the top edge of the guardrail system and the platform surface. When intermediate members are used as a mid-rail, they shall not be more than 19 inches apart.

- 6.9.2.9 Each mid-rail or equivalent member shall be capable of withstanding, without failure, a force applied in any downward or outward direction of at least 150 pounds.
- 6.9.2.10 Where guardrail systems are incomplete, missing, or moved to allow access for work, personal fall protection shall be used on the affected platform(s).
- 6.9.3 Personal Fall Protection from Scaffolds
 - 6.9.3.1 Approved personal fall protection is required any time employees work on or erect a scaffold which is not protected by a complete deck and guardrails and is 6 feet or more above the ground or next lower level. It is also required **any** time personnel are on a suspended scaffold platform.
 - 6.9.3.2 Personal fall protection used on scaffolds shall be attached by a lanyard to a vertical lifeline, horizontal lifeline or approved scaffold structural member.
 - 6.9.3.3 Personal fall protection is not required while using a designed ladder or access system, provided “three points of contact” are maintained when ascending or descending a scaffold ladder (access way), and the requirements of this procedure and applicable OSHA standards for ladders and stairways are met.
 - 6.9.3.4 Employees may not climb a ladder with anything in their hands. Tools and materials may be carried on their person, hoisted up/down by rope or other devices.

6.10 Falling Object Protection from Scaffolds

- 6.10.1 If a falling object hazard is present, each employee working in the area shall wear a hard hat. Additional protection from falling hand tools, materials, debris and other small objects through the installation of toe boards, barricades, mesh/screens, debris nets, or catch platforms/canopies shall be provided as warranted.
- 6.10.2 Where there is a hazard of tools, materials, or small objects falling from the surface of scaffold platforms and striking pedestrians below, the area below the scaffold shall:
 - 6.10.2.1 Be barricaded at an appropriate distance with tape identifying the area. “Danger – Do not Enter” Where the job is in short duration, a second employee stationed on the ground directing individuals away from the hazard can serve as an acceptable

- alternative.
- 6.10.2.2 Have a 2" X 4" (nominal) toe board along all edges of scaffold platforms more than 6 feet above lower levels.
- 6.10.3 Where tools and materials are stacked above the height of the toe board, the following additional protective measures should be considered:
- 6.10.3.1 Higher toe boards, or
- 6.10.3.2 Mesh/screen put up against the guardrail with openings small enough to contain materials on the platform.

7.0 TRAINING

7.1 Ladders: All individuals that use fixed and portable ladders shall be trained initially and every three years thereafter on proper ladder use and inspections.

7.2 Scaffold.

- 7.2.1 Employees that oversee scaffold erecting, altering, disassembling, moving, repairing or inspecting shall complete Scaffold Competent Person training. Competent Persons are the only employees authorized to complete the Scaffold Tag.
- 7.2.2 Training requirements for Scaffold Erectors apply to all employees involved in erecting, altering, disassembling, moving, repairing or inspecting scaffolds.
- 7.2.2.1 Training shall be performed by a competent person.
- 7.2.2.2 The training shall include the following topics as applicable:
- The nature of scaffold hazards.
 - The correct procedures for erecting altering, disassembling, moving, repairing, and inspecting, the type(s) of scaffold intended to be utilized.
 - The design requirements, as well as the maximum intended load-carrying capacity and intended use of the scaffold.
 - The proper use of personal fall protection equipment, and fall protection systems.
- 7.2.3 Training Requirements for Scaffold Users apply to all employees who perform work while on a scaffold.
- 7.2.3.1 Scaffold user training shall be performed by a person qualified in the subject matter.
- 7.2.3.2 The training shall include the following topics as applicable:
- The proper use of the scaffold and the proper

handling of materials on the scaffold.

- The maximum intended load and load carrying capacities of the scaffolds used.
- The nature of any overhead work/falling objects, personal fall protection, and electrical hazards in the work area.
- The correct procedures for dealing with electrical hazards.
- The proper use of personal fall protection equipment, and fall protection systems.
- The overhead work/falling object protection systems being used.
- The requirements of this procedure.

8.0 RETRAINING

8.1 Ladder users shall conduct retraining when:

- 8.1.1 Field observations indicate a lack of understanding.
- 8.1.2 Every three years.

8.2 Scaffold Erectors, Competent Persons, and Scaffold Users shall conduct retraining when:

- 8.2.1 There are changes in the types of scaffolds, fall protection, falling object protection or other equipment or procedures related to the hazards associated with site scaffolding.
- 8.2.2 Changes in the worksite that could present new hazards to which the employee has not been previously trained.
- 8.2.3 An employee demonstrates a lack of skill, understanding or where inadequacies in an affected employees work involving scaffolds indicates that the employee has not retained proficiency.
- 8.2.4 Every 3 years.

9.0 RECORDKEEPING

9.1 FD&O shall maintain fixed ladder inspection records for the current year plus one.

10.0 PROGRAM EVALUATION

10.1 This program shall be evaluated annually in accordance with the RMS program audit requirements.

10.2 The audit shall include a review of the following at a minimum:

- 10.2.1 Procedure review.
- 10.2.2 Equipment inspection checklists.
- 10.2.3 Training records.

11.0 REFERENCES

- 11.1 OSHA 29 CFR 1910 Subpart D - Walking Working Surfaces.
- 11.2 OSHA 29 CFR 1926 Subpart L – Scaffolds.

Revision Log

History	Effective Date
New procedure developed	October 2019

Appendix A Scaffold Inspection Criteria & Tags

A competent person shall inspect each scaffold daily, prior to use using the following criteria. Once complete, the competent person shall complete the appropriate scaffold tag (red, green) and attach it to the scaffold.

BEFORE USING THE SCAFFOLD

- Has this work location been examined before the start of operations and have all appropriate precautions been taken (e.g. checking for: overhead objects, falling/tripping hazards, uneven ground)?
- Will fall protection be required when using this scaffold?
- Has the scaffold been set up according to the manufacturer's instructions?

GENERAL RULES FOR ALL SCAFFOLDS	YES	NO	N/A
Scaffold components can support at least 4x their maximum intended load.			
Scaffold is fully planked – No more than 1" gap between planks.			
Platform is at least 18" wide (12" on pump jacks).			
Guardrails are used or personal fall arrest system is used if work height > 10'. Guardrail system: Toprail <input type="checkbox"/> Midrail <input type="checkbox"/> Toeboard <input type="checkbox"/> Posts <input type="checkbox"/>			
Scaffold is 14" or less from face of work, if workers remove front guardrails.			
Planks don't extend past the ends of the scaffold frame more than 12".			
Casters are locked before work begins.			
Work platform is free of clutter, mud, snow, oil, or any tripping hazard.			
Scaffold is located at least 10' from any power line.			
If the scaffold is defective, has it been removed from service and tagged out?			
GENERAL RULES FOR SUPPORTED SCAFFOLDS	YES	NO	N/A
Height to base width ratio is < 4:1 - no guying, ties, or braces required			
Height to base width ratio is > 4:1 – restrained by guying, ties, or braces			
All scaffold frames and uprights use base plates (mud sills required if on dirt)			
Footings are level, sound, and rigid. No settling has occurred.			
Unstable objects (e.g blocks, bricks, buckets, etc) not used as work platforms or to support scaffolds.			
Riggers secured and installed correctly.			
GENERAL RULES FOR ACCESS	YES	NO	N/A
No more than 2' step up or down or a 14" step across to get on/off a platform.			
Ladder first rung is not more than 24" above the ground.			
Hook-on and attachable ladders are designed for the scaffold.			
Add-on ladders must have rung of at least 11 ½ ".			
Built in ladders (part of scaffold frame) must have rung of at least 8".			
Rungs line up vertically entire height of scaffold.			
Cross braces are not used for climbing up or down the scaffold.			



Appendix B LADDER INSPECTION CRITERIA

Ladder users shall visually inspect the ladder prior to each use using the following criteria.

General

- ❖ Splinters on side rails and legs
- ❖ Joints tight between the side rail and steps
- ❖ Metal hardware is secure
- ❖ Splits in side rails
- ❖ Gouges, dents greater than 10% of thickness
- ❖ Worn, crushed, cracked, split, splintered, missing, rungs steps, tops or platforms
- ❖ Play of $\frac{3}{4}$ inch in the rails due to loose rungs or steps
- ❖ Broken or bent guide irons, spreader or locks
- ❖ Rusted or corroded spots
- ❖ Damaged or worn non-slip bases
- ❖ Rivets sheared, pulled through, uncurled, loosened

Stepladders

- ❖ Loose or bent hinge spreaders
- ❖ Stop on hinge spreaders broken
- ❖ Loose hinges
- ❖ Damage to the pail shelf

Extension ladders

- ❖ Loose, broken, missing extension locks
- ❖ Defective locks that do not seat properly
- ❖ Deterioration of rope

If any item needs repair, tag the ladder 'Do Not Use' and remove from service.



FIXED LADDER INSPECTION CRITERIA

Fixed ladders

- ❖ Loose worn or damaged rungs or side rails
- ❖ Damaged or corroded parts of the cage
- ❖ Corroded bolts and rivet heads on inside of metal stacks
- ❖ Damaged or corroded handrails or brackets on platforms
- ❖ Weakened or damaged rungs on brick or concrete slabs
- ❖ Base of ladder obstructed