

MINIMUM REQUIREMENT



WP/SEA MINIMUM REQUIREMENTS Usage of Ladders



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.

All ladders must be thoroughly inspected by a competent person for visual defects on a periodic basis and after any occurrence that could affect their safe use.

All ladders shall be used only for the purpose for which they were designed.

Ladders shall not be loaded beyond the maximum intended load for which they were built, or beyond the manufacture’s rated capacity.

Ladders shall be placed on firm, level places at all times at a 4:1 ratio.

Employees are prohibited from standing on the top two rungs of all ladders.

Ladder rungs, cleats and steps shall be parallel, level, and uniformly spaced when the ladder is in position for use.

The ladder side rails shall extend at least 3 feet (.9 m) above the upper landing surface. When ladders are not able to be extended, then the ladder shall be secured at its top to a rigid support that will not deflect.

Any ladders found to be defective, shall be tagged and removed from service immediately.

MINIMUM REQUIREMENTS

Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.

Inspect ladder prior to each use.

Ensure ladder is tied off at both top and bottom.

Employees shall not carry tools or other material in hands while on ladders.

Get help to move ladder if needed and clear path before moving ladder.

Clear ladder of any items left on top prior to moving ladder.

If task are performed while on a portable ladder or platform, secure lanyard to an approved anchor point.

Never lean from a ladder where the center of the user’s waist or belt buckle is past the edge of the ladder.

Never substitute a stepladder for a straight ladder.

Confirm stepladders are in the full-open, locked position before use.

Never use buckets, drums or other objects to substitute for a ladder.

Never place a ladder on buckets, drums or other objects to raise a working level.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA