

UCSB Ladder Safety Program

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Quick Start

Nationally, there were 123 work-related deaths in 2009 due to ladder accidents. Misuse of and falls from ladders consistently rank in the highest causal factors for work-place injuries. Cal/OSHA has numerous ladder safety regulations that must be adhered to for assuring compliance and safe work activities when using ladders. The University of California, Santa Barbara (UCSB) EH&S General Safety staff developed this Ladder Safety Program to manage the safe [selection](#), [procurement](#), [use of and safe work practices](#), [inspection](#), [inventory tracking and record keeping](#) of all ladders.

This **Ladder Safety Program** applies to any department on campus, at field stations, or on any leased property where any type of ladder three (3) feet or more in length/height is used. [Roles and responsibilities for safe use of ladders by employees](#) (including temporary employees and graduate students performing research related activities in field stations or remote research facilities) are detailed. [Roles and responsibilities for “Owner Departments”](#) that purchase and maintain ladders are also detailed.

The department owning the ladder(s) is responsible for the proper selection of ladders to be kept in their ladder inventory based upon an assessment of work tasks. In addition, Owner Departments are responsible for providing training to their personnel who use ladders, for keeping the records of training completed, and for performing annual inspections and maintenance of all ladders under their ownership/control.

Ladder users are required to follow established safe-work procedures, to alert Owner Department management whenever they discover a damaged or unsafe ladder and to follow any specific safe work practices developed by their department concerning ladder usage.

Please review the [Ladder Safety, Frequently Asked Questions/Fact Sheet](#) to become familiar with ladder hazards and safe-work information about ladders.

UCSB Ladder Safety Program

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UCSB Ladder Safety Program

Purpose/Introduction

The use of ladders presents significant workplace hazards. The California Bureau of Labor Statistics states that in 2005, 12 people in California died from falls from ladders. Unsafe ladder use, such as using the wrong kind of ladder or upsetting the ladder's balance by leaning too far from its center of gravity, has resulted in injuries to University employees, as well as Cal/OSHA citations and fines being assessed to UC campuses.

The University of California Santa Barbara has developed this program to describe all aspects of ladder safety including a ladder safe-use policy, personnel accountability, hazard assessment and proper ladder selection, safe work practices, training requirements and record keeping.

Applicability/Scope

This program applies to any use of ladders three (3) feet in height/length or greater by employees of the University as part of their normal work activities. This includes temporary employees and graduate students performing research related activities in field stations and remote research facilities.

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Roles/Responsibilities

Ladder Users

Every ladder user:

- Is trained on and applies "Ladder User's Safe-Work Rules" for ladder users as outlined in this program
- Always selects and uses a ladder in a safe manner
- Alerts Owner Department Management when ladders need repair/replacement
- Assesses work to determine if fall protection should be worn and seeks alternative access methods instead of ladders if need be
- Refuses to use a ladder if they think it is unsafe and instead uses a more safe method such as scaffolding, aerial lift or bucket truck

Owner Department

The department owning the ladder(s) must:

- Inspect annually and maintain all ladders in their control/ownership
- Render unusable and then dispose of any ladders that are not repairable
- Provide training to all personnel using their ladders as required by the "training" section of this program
- Keep/maintain attendance records of all training
- Assure ladder work-asks are evaluated for hazards and that work tasks requiring fall protection to be worn are identified
- Provide alternative access when a ladder user determines use of a ladder is unsafe due to required work tasks

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[EH&S/General Safety Team](#)

The EH&S Ladder Safety Program Manager:

- Works with UCSB Risk Management Department, Procurement Department and the Owner Department to determine proper ladder selection, stocking and safe-work practices unique to the Owner Department's work activities
- May provide training and periodic audits to assist Owner Departments in Ladder Safety Program compliance
- Maintains and updates this program as need dictates, or compliance codes change

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[Definitions](#)

"A" Frame ladder – Also Known as a **"Step Ladder"**

Angle of Inclination – The preferred pitch for portable non self-supporting ladders

Articulating Ladder – Also known as a **"Combination Ladder"**, **"Sectional Ladder"** or **"Multi-position ladder"**. This is a portable ladder capable of being used either as a **stepladder**, a **single ladder** or an **extension ladder**. It may also be capable of being used as a **trestle ladder** or a **stairwell ladder**.

Cage – A cage is a guard that may be referred to as a cage or basket guard, which is an enclosure that is fastened to the side rails of a fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder.

Cleats – Ladder crosspieces of rectangular cross section placed on edge upon which a person may step while ascending or descending. Also known as ladder "rungs".

Combination Ladder – Another name for **"Articulating Ladder"**. See definition above.

Double Front or Twin Front Ladder – a self-standing ladder that is designed to allow both sides of the ladder to be climbed safely.

Feet – The component of the ladder that is in contact with the lower supporting surface.

Fixed Ladder – a ladder that is permanently attached to a structure, building, or equipment.

Grab bars – are individual handholds placed adjacent to or as an extension above ladders for the purpose of providing safe hand-hold above the "top" of the ladder.

Individual-Rung Ladder – a fixed ladder, each rung of which is individually attached to a structure, building or equipment

Ladder Stand – a mobile fixed sized self-supporting ladder consisting of a wide, flat tread ladder in the form of stairs. The assembly may include handrails but does not include a platform.

UCSB Ladder Safety Program

Definitions (continued)

Multi-Position Ladder – Another name for an “Articulating Ladder”. See definition above.

Rungs – Ladder crosspieces upon which a person may step while ascending or descending. Rungs are usually “round” in cross-section while “cleats” are usually rectangular in cross-section. See definition of “Cleats” above.

Sectional Ladder – Another name for “Articulating Ladder”. See definition above.

Sections – (as related to a “Sectional Ladder”)

- Bottom or base section. The lowest section of a non-self-supporting portable ladder.
- Top or Fly section. The uppermost section of a non-self-supporting portable ladder.
- Middle or Intermediate section. The section between the top (fly) and bottom (base) sections of a non-self-supporting portable ladder.

Single Ladder – A non-self-supporting portable ladder, nonadjustable in length, consisting of one section.

Side Rails – The side members joined at intervals by rungs, steps, cleats or rear braces.

Step Stool (ladder type) – a self-supporting, foldable, portable ladder, non-adjustable in length, 32 inches or less in size, with flat steps and without a pail shelf designed so that the ladder top cap as well as all steps can be climbed upon. The side rails may continue above the top cap.

Step Ladder – A self-supporting portable ladder, non-adjustable in length, with flat steps and a hinged base. Also known as an “A”-Frame ladder.

Top Cap – The uppermost horizontal member of a portable step ladder or step stool.

Working Load – The maximum applied load, including the weight of the user, materials, and tools, which the ladder is to support for the intended use.

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UCSB Ladder Safety Program – [Types of Ladders, Selection And Duty Rating](#)

[Selection/Procurement of Ladders](#)

Ladders are designed and constructed to safely hold up to a specified amount of weight. Ladders come in five (5) different Duty Ratings identified by their “Type”. The Duty Rating is defined as the maximum safe load capacity of the ladder. A person’s fully-clothed weight plus the weight of any tools and materials that are carried onto the ladder must be less than the duty rating. UCSB requires at minimum the strength of a “Type II” ladder for any work activities where ladders are used for elevated work projects where the user is not handling large or heavy objects during ladder usage. All Maintenance/Trades are recommended to use “Type I” or stronger ladders for their work activities. Owner Departments that have maintenance/trades activities are required to purchase and use “Type I, Type IA or Type IAA” ladders based upon the required strength for safe work by their workforce. Research and other Academic Departments not performing maintenance/trades type activities may optionally inventory and use Type I or Type II ladders. Purchas and use of “Type III” ladders should be avoided as their duty rating is too light making them more likely to fail before the end of their useful life expectancy, with a strong potential for injury resulting from their use.

[Duty Ratings](#)

Duty Ratings are described in terms of pounds, such as a “300lb. Duty-Rated Type IA” ladder which is designed for extra heavy-duty professional use where the total weight on the ladder does not exceed 300 pounds.

Ladders are also built to handle the demands of various applications. For example, a ladder used frequently on a construction site by larger/heavier workers should typically be stronger and possess a corresponding higher duty rating than one used by a smaller/lighter-weight person for infrequent “light” overhead work.

The American National Standards Institute (ANSI) has established the “Duty Rating” that is used by Cal/OSHA. This rating identifies which portable ladder is intended for the conditions under which the ladder can be safely used. The Duty Rating system is summarized below, and may be further researched at the following link: <http://www.cisco-eagle.com/catalog/t-Article-LadderSafe1.aspx>

Ladder Duty Rating or “Type”	Capable of Supporting	Rated Use
TYPE IAA	375 lbs.	Special Duty
TYPE IA	300 lbs.	Extra Heavy Duty Industrial
TYPE I	250 lbs.	Heavy Duty Industrial
TYPE II	225 lbs.	Medium Duty Commercial
TYPE III	200 lbs.	Light Duty Household

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Ladder Designs and their Selection for Use

Note: Each of these designs is available in any Ladder **"Type or Duty Rating"**.

Articulating, Combination, Multi Position, or Sectional Ladder

An articulating ladder is a non-self-supporting or self-supporting portable ladder, adjustable or non-adjustable in length. It consists of two or more sections of ladder that may be combined to function as a single ladder. The overall length of the assembled sections designates its size.

They can be used to access areas above uneven surfaces.



Extension Ladder

An extension ladder is a non-self-supporting portable ladder, adjustable in length. It consists of two (2) or more sections that travel in guides or brackets, which are arranged to permit length adjustment. An extension ladder's size is designated by the sum of the lengths of the sections measured along the side rails. *It cannot exceed 44 feet.*

They can be used to access varying heights.



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Extension Trestle Ladder

A stepladder that is a self-supporting portable ladder with an extension. They are available in “twin front” or “double front” design so they can be climbed from both sides

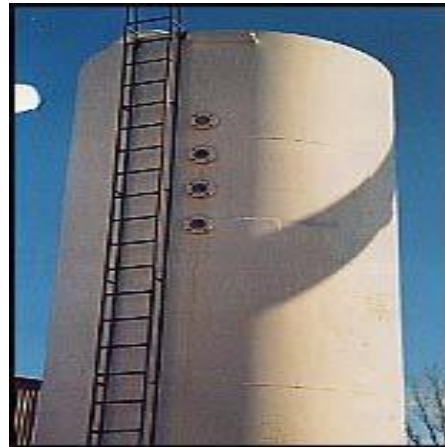
They can be used for operations in theater and stage work or to get equipment above drop ceilings.



Fixed Ladder

A fixed ladder is a ladder permanently attached to a structure, building or equipment.

The type of ladder shown is used to access the top of facilities for maintenance purposes.



Individual Rung Fixed Ladders

A type of fixed ladder that does not have side rails. Each rung is permanently attached to the surface of the wall, machine, or piece of equipment.

These ladders are used to access and egress facilities such as manholes and crawl spaces.



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Platform Step Ladder, Single Entry Work Platform

A step ladder with a small horizontal platform at the top.

These can be used to work safely at elevated locations requiring the use of both hands.



Single Ladder

A single ladder is a non-self-supporting portable ladder, similar to an extension ladder, non-adjustable in length, which consists of only one section. Its size is designated by the overall length of the side rail and cannot exceed 30 feet.

These can be used to access heights within the limit of their height.



Specialty Ladders

Any type of ladder that is constructed for specific use on unique devices used for research or any other purpose.

Example: The ladder shown is a shelf ladder that is attached to or used to access shelves. Another type of “specialty ladder” is a rolling “Library Ladder” set on rails attached to shelving.



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Step Ladder

A stepladder (also known as an “A” Frame ladder) is a self-supporting portable ladder. They are non-adjustable in length, have flat steps and a hinged back. They are measured along the front edge of the side rails. They are available in “twin front” or “double front” designs so they can be climbed from both sides.

These may be used to access heights within the limit of their height.



Step-To-Straight Ladder

This type of ladder can convert quickly from a stepladder to a push-up extension ladder. They are equipped with rung locks, utility-style safety shoes, and a standard pole grip.

They can be used as either a self-supporting or non-self-supporting ladder.



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[Tripod Industrial Ladder](#)

Tripod Step Ladders are designed to be used in construction and maintenance activities where a 4-leg step ladder would have limited access or require the ladder user to work off to one-side of the ladder.

These should be purchased/used for maintenance and construction work where a single pole leg can be placed amongst equipment or other obstructions and allow a safe-work for the ladder user to face the work area not having to work off to one side.



[Tripod Orchard Ladder](#)

Tripod orchard ladders are designed to be used on soft and uneven terrain; therefore they lack spreaders, locking devices, steel points and safety shoes.

These should only be purchased and/or used for outdoor work in pruning and accessing tree canopies.



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UCSB Ladder Safety Program - [Ladder Accessories and Their Uses](#)

Cable hook and V-ring assembly

Used to secure the top of a single ladder or extension ladder to a pole, pipe or other 'rounded' vertical support structure.



Cage (Fixed Ladder Cage)

Ladder cages provide fall protection and are required by code on fixed ladders over 20 feet high. The base of the cage must be at 7' above the base surface.



Caster Brackets

Weight sensitive brackets with casters that allow a ladder to be rolled on a floor when there is no load on the ladder



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UCSB Ladder Safety Program - Ladder Accessories and Their Uses

Cinch (Ladder Cinch or Ladder Tie)

Used as a quick tie down for use on poles or similar structures



Jacks (Ladder Jack)

Attaches to rungs of non-self-supporting ladders to allow the use of ladders as supports for scaffold planks. Fall protection is required



Ladder Jacks and Guardrail Systems

Below is a link to a video that describes one manufacturer's setup and use of guardrails and tool hangers for use with ladder jacks, ladder planks and working on roofs.

<http://www.safetyinnovationsllc.com/video.htm>



Levelers (Ladder leveler)

Two base attachments that are used to level the ladder on a sloped support surface.



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UCSB Ladder Safety Program - Ladder Accessories and Their Uses

Pail Shelf

A pail shelf attaches to an existing shelf to provide relatively stable locations for tools and pails or buckets.



Paint can hangers (for extension ladders)

Are designed to be easily attached and removed from a ladder in order to hang a bucket. There are load limits, as determined by the manufacturer, for both the ladder rail and the hanger. They can be used to temporarily hang other supplies or tools as long as they are within the load limits of the ladder and hanging bracket.



Removable Work Platform





Kicks out of the way easily for climbing and is used as a platform to stand on.



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UCSB Ladder Safety Program - Ladder Accessories and Their Uses

<p><u>Stabilizer</u></p> <p>Attaches to the ladder rungs or rails to stand the ladder off from a surface or stabilize the ladder around an obstruction such as a pipe, a gutter or a window.</p>	
<p><u>Tray – Multipurpose Use</u></p> <p>Made for straight or stepladders. The texture is intended to provide a place to put small parts such as bolts, nuts, wire-nuts and small tools in addition to pails.</p>	
<p><u>Tool Belt</u></p> <p>Worn by ladder users to hold tools and project materials securely attached to their waste so that they may ascend and descend ladders using both hands.</p>	
<p><u>Tool Lasso</u></p> <p>Secures awkward tools to a belt to allow safe ladder climbing with needed tools</p>	

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UCSB Ladder Safety Program

Program Requirements/Procedures

Owner Department Requirements:

The Department owning ladders designates the “**Ladder Program Administrator(s)**” responsible for the following actions:

- Assures that ladders purchased/used in the department are code-compliant and appropriate for the needed safe-work tasks.
- Consults with the EH&S Ladder Safety Program Manager as needed to assess proper ladder use and procurement specifications.
- Coordinates with EH&S/General Safety staff to provide ladder safety training, or provides ladder training themselves (by JSA or other presentation), to all department personnel who use ladders. In either case, training must detail the contents of this program including ladder user’s safe-work rules, inspections, etc.
- Periodically audits departmental compliance with the Program.
- Conducts ladder inspections as part of annual “shop safety inspection” process.
- Implements the following ladder inspection/tracking requirements:
 1. Develops ladder-identification system and uniquely numbers each ladder owned by the department for inventory/tracking purposes. (See Attachment 1 for recommended numbering system.)
 2. Inspects ladders for damage and documents inspections per inspection form/criteria in program.
 3. Locks or tags damaged ladders to insure they will not be used until repaired.
 4. Renders damaged ladders that cannot be repaired unusable by cutting them into pieces or other destructive means, and then assures proper disposal of them.
 5. Assures that any wooden ladders in use are not painted with any color other than clear wood sealer to allow detailed inspection of wood grain and quality. Wood ladders that are painted or not clear-finished with the wood grain visible for inspection must be destroyed.
 6. If not already done so by the manufacturer, mark portable metal ladders with the words:

**“CAUTION
DO NOT USE AROUND ELECTRICAL EQUIPMENT”**

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Ladder User's Procedures

Ladder User's Safe-Work Practices

- Select a ladder that is the proper length and “duty rating” for the intended work.
Note: A leaning-ladder must extend at least 36” above the edge of a roof/mezzanine when properly installed. A step ladder must be tall enough so that you don’t have to stand on the top or top two rungs of the ladder to access your work.
- Do not use electrically conductive (e.g. aluminum) ladders for electrical work or near live electrical parts.
- Inspect the ladder for broken or defective parts prior to each use.
- Remove damaged or defective ladders from use and notify department management of the problem ladder.
- Do not place ladders where they can be accidentally struck or displaced.
- If the ladder is used in an area where anyone could walk under it, the area must be cordoned off with a visual barrier such as yellow caution tape to alert pedestrians to the hazard of something falling from the ladder.
- Ladders must not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
- For leaning or extension ladders, tie, block, or otherwise secure while in use.
- Do not splice ladders together.
- Always face the ladder while ascending and descending.
- Do not stand on the top two rungs of a single ladder or an extension ladder;
- Do not stand on the top cap and top two steps of a step ladder.
- Do not stand on the top three rungs of ladders unless there are members of an adjacent structure that provide a firm handhold, or the ladder user is protected by a personal fall protection system (e.g., positioning device or fall restraint system) tied off to a CalOSHA certified fall protection anchor.
- If working outside of the ladder’s footprint, or when standing on the upper-most parts of the ladder as noted above, use an appropriate fall protection system as described in the EH&S Fact Sheet “Fall Protection Equipment and Inspection”.
- Do not place planks on the top cap or any other part of a ladder.
- Do not use the X-bracing or other structures on the rear section of a stepladder for climbing unless the ladder is designed to be climbed from both sides. (See Extension Trestle Ladders and similar.)
- Make sure that a stepladder is properly set up and that the spreader is locked in place before use.
- Do not use the stepladder as a lean-to ladder.
- Always use a tool belt and other ‘hands-free’ carrying devices when ascending and descending a ladder.
- When working aloft, secure tools and supplies so they cannot fall from the ladder

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Housekeeping

- Clear debris and equipment that could cause a slip, trip, or fall from working areas around the ladder.
- Prevent equipment and supplies from falling on other people.
- Set up ground cloths if needed.
- Cordon off work areas using yellow caution tape to keep casual passersby out of your work area.

Fall Protection – When must it be used?

Ladders may be used **WITHOUT** the user wearing a personal harness tied off to a CalOSHA certified fall protection anchor, when a leaning or extension ladder can be tied-off and stabilized to a permanent structure, or a step ladder is used on a level firm surface, and then work is done within the following specific activities:

1. When using the ladder to gain access from one level to another without carrying anything in your hands.
2. When using a ladder for access to a work area where work is conducted while standing on the ladder, provided the user can ascend and descend using both their hands during the entire up/down movement on the ladder.
3. When working aloft on the ladder provided both of the user's feet are stationary on one rung and the work area requiring two-handed work is within the ladder's 'foot print' (i.e. no reaching beyond the base legs of the ladder with both hands).
4. When the user can use three-point contact (both their feet plus one hand) for stability when reaching and working outside the ladder's 'foot print' using only one 'free' hand.
5. When the ladder user's feet are below the top two rungs of a leaning single/extension-ladder, or are below the top two steps and top cap of a step ladder.
6. When doing elevated 'fine two-handed work' within the 'foot print' of the ladder, where a user is using both hands to conduct light-weight work without the use of power tools. (Example: Twisting a wire nut on two to three 12-gage or smaller wires, hammering a nail into wood, or unscrewing a light bulb and installing a replacement light bulb.)
7. When using a small cordless power tool such as a ¼" bit (or smaller) hand-drill that is not likely to cause imbalance should the power tool bind during use.
8. When using a corded power tool within the 'foot print' of the ladder using only one hand to control the tool, and otherwise having 3-point contact on the ladder.

Fall protection must be used in all other ladder-use situations unless the Owner Department can demonstrate that the planned work activities are equivalently safe to the above noted requirements. Alternatives to using fall protection include temporary scaffolding with appropriate railings, the use of a "Lift Pod", the use of Genie lifts or bucket trucks, etc., and should be considered before using ladders in such situations.

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If alternatives are unavailable or not feasible, the employee must use fall protection devices as described in the EH&S Fact Sheet, “Fall Protection Equipment and Inspection.” To use fall protection equipment, training is required. Contact EH&S/General Safety staff to schedule fall protection training if needed.

Training Requirements

The Department owning the ladders has the option of providing ladder user training from:

- A training provider outside the University,
- Providing training from within the department, or
- Ladder Use and Fall Protection Training provided by EH&S. Contact EH&S/General Safety at 893-5407 to be directed to the EH&S ladder safety training provider.

Irrespective of the source, the contents of and safe-work procedures outlined in this program are part of any ladder safety training. Training is documented and kept in a readily accessible location by the department designee for access reference as needed by Department management, EH&S, or regulatory agency (e.g. CalOSHA).

Owner Department’s Ladder Program Administrator Training

Program Administrators are trained on their roles and responsibilities in the management/maintenance of the requirements and ladder inspections outlined in this program.

Ladder Users Training

As part of their work activities, ladder users receive documented training once on the contents of this program and the general safe-work procedures it contains. In addition, site-specific or task-specific safe-work orientation/tail-gate training may be needed in the use of ladders for unusual operations. Annual review of the general requirements and safe-work rules of this program is appropriate for tailgate or periodically scheduled safety meetings.

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[Record Keeping Requirements](#)

[Department Requirements](#)

[Training Records](#)

[Ladder User and Ladder Program Administrator](#) — Retain records for ten years after the person has retired or left University employment.

[Equipment Inspections](#)

[Annual inspections](#) — Keep inspection reports for past three years. May be included as part of the Annual Shop Inspection process.

[EH&S/General Safety Team Requirements](#)

EH&S/General Safety retains indefinitely the following:

- Records of annual shop inspections that include ladders
- Records of training provided by EH&S and other entities
- Historical documents and revisions of the Ladder Safety Program

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[References](#)

CalOSHA : <http://www.dir.ca.gov/title8/1629.html> — Stairways and Ladders
<http://www.dir.ca.gov/title8/1675.html> — Ladders, General
<http://www.dir.ca.gov/title8/1678.html> — Extension Ladders
<http://www.dir.ca.gov/title8/3276.html> — Use of Ladders
<http://www.dir.ca.gov/title8/3277.html> — Fixed ladders
<http://www.dir.ca.gov/title8/3278.html> — Portable Wood Ladders
<http://www.dir.ca.gov/title8/3279.html> — Portable Metal Ladders
<http://www.dir.ca.gov/title8/3280.html> — Portable Reinforced Plastic Ladders
<http://www.dir.ca.gov/title8/3287.html> — Window Cleaning

[Resources](#)

American Ladder Institute – www.laddersafety.org

[Issued By and Next Review Date](#)

Issued by: John M. Seaman, General Safety Supervisor

Publish Date: September 1, 2014

Review Date: Three years from publish date

[Ladder Safety Fact Sheet – FAQ’s](#)



This fact sheet provides awareness level information of ladder use hazards and the controls of those hazards in the UCSB Ladder Safety Program (Go to TOC of program). The program is designed for those using portable or fixed Ladders three (3) feet or greater in height/length as part of their work activities and the Department administrators responsible for their safe use.

[Go to the beginning of the UCSB Ladder Safety Program](#)

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[Does this Ladder Safety Program apply to my department?](#)

If any type of ladder three (3) foot in height/length or larger is being used by personnel in your department, the requirements of this program apply to your department.

[What types of ladders does this Program apply to?](#)

This Ladder Safety Program applies to the use of any type of ladder three (3) foot in length/height or larger that is used by someone employed by the University.

[Who is responsible for running this Program in my department?](#)

All persons using ladders are responsible for following safe-work practices outlined in this program. Implementation of this program is the responsibility of the Director or head of the Owner Department. This may be delegated to a Principle Investigator for a specific research project, or someone designated by the head of the department or Principle Investigator as the “Ladder Safety Program Administrator” for the Project or Department.

[Does this include ladders that are attached to a wall?](#)

Yes, this includes all types of ladders. A ladder attached to a wall or other structure is called a “fixed ladder”.

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[I’m designated “Ladder Safety Program Administrator”, what do I have to do?](#)

Become familiar with the Ladder Safety Program by reading the program. Understand the requirements of the program including the individual identification of ladders, inspection of ladders, use of ladders, and training requirements of the program. Once you know what’s required, contact EH&S/General Safety staff to arrange for assistance in implementation and training.

[Who’s responsible for inspecting the ladders?](#)

Discuss with your department management who conducts ladder inspections in your department. An inspection checklist is one of the attachments to this Program. Departments must maintain their own inspection records. Those records must be kept by the Department and made available to regulatory agencies such as Cal/OSHA if they request them.

[Are there “Safe Work Rules” for ladder users to follow?](#)

Yes. The work rules are described in the program sections, “Ladder User’s Procedures” and “Attachment 4” of the Ladder Program.

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[Do we have to use Fall Protection Equipment when working on ladders?](#)

Ladders may be used **WITHOUT** the user wearing a personal harness tied-off to a Cal/OSHA certified fall protection anchor, when a leaning or extension ladder can be ties-off and stabilized to a permanent structure, or a step ladder is used on a level firm surface, and then work is done within very specific activities. Otherwise, fall protection must be worn by ladder-users in all ladder use situations unless:

1. The Owner Department can demonstrate that the planned work activities are equivalently safe to the program requirements, or

2. The use of fall protection would create additional/greater hazards for the ladder user

Alternatives to using fall protection include temporary scaffolding with appropriate railings, the use of a “Lift Pod”, the use of Genie lifts, aerial lifts or bucket trucks, etc., and should be considered before using ladders in such situations. If alternatives are unavailable or not feasible, the ladder user must use fall protection devices. For further explanations of fall protection devices, see the EH&S Fact Sheet, “Fall Protection Equipment and Inspection.”

Who should be trained and how do we get training?

Cal/OSHA requires that the employer train all employees on the hazards associated with the use of ladders. Training requirements are detailed in the program and can be provided at no cost to the Owner Department by EH&S/General Safety staff, or for cost by outside Vendor as long as the contents of this program are addressed by the vendor-trainer.

Who keeps the records of inspections, inventories and training?

Owner Departments must keep records concerning the Ladder Safety Program’s application to their work activities. It’s likely they will delegate this task to the “Ladder Safety Program Administrator” for the Department. Discuss with your department management who the Program Administrator is in your department. All records must be kept for certain periods of time as outlined in the program by the Department and must be made available to regulatory agencies such as Cal/OSHA and EH&S, if they request.

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