

UC Santa Barbara – Ladder Safety

Attachment 6: Ladder Safe Use & Training Code of Practice

(Cal/OSHA Title 8–Compliant Training Requirements for Ladder Users and Supervisors)

Purpose

This document establishes the minimum training requirements and safe work practices for ladder users and supervisors at UCSB, in accordance with California Code of Regulations, Title 8. This document may be used as an approved ladder training syllabus.

All personnel who use ladders, and all supervisors who oversee ladder use, must receive training and demonstrate understanding of the contents of this document before ladder use is authorized.

1. Applicability

This training applies to:

- Employees who use portable ladders (step, extension, single, combination, specialty ladders)
- Supervisors and leads who assign, oversee, or evaluate ladder work
- Departments responsible for ladder selection, inspection, and maintenance

2. Training Requirements (Title 8 Compliance)

2.1 Ladder User Training

Training for ladder users shall include, at a minimum:

- Recognition of ladder hazards
- Proper ladder selection for the task and environment
- Correct ladder setup, use, climbing, and positioning
- Ladder load limits and duty ratings
- Ladder inspection procedures
- Prohibited practices
- Electrical hazards and ladder material selection
- Procedures for removing damaged ladders from service

Training may be classroom, online, or hands-on, but **must be documented**.

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2.2 Supervisor Training

Supervisors shall receive additional training covering:

- Evaluation of tasks to determine when ladder use is appropriate
 - Selection of correct ladder type and height
 - Identification of unsafe ladder conditions and work practices
 - Enforcement of ladder safety rules
 - Ensuring inspections are performed and documented
 - Authority and responsibility to remove ladders from service
 - Ensuring employees are trained before ladder use
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3. Ladder Selection and Inspection

Right Ladder for the Job

- Do not use a ladder that is too short or requires standing on prohibited steps or rungs.
- Never splice or tie ladders together unless specifically designed to do so.

Weight Capacity

- Verify the ladder duty rating (Type IA, I, or II).
- The rating must accommodate **user weight + clothing + tools + materials**.

Pre-Use Inspection

Before each use, users shall inspect ladders for:

- Oil, grease, or slippery substances
- Cracked, bent, or loose rungs or steps
- Damaged side rails
- Defective spreaders, locks, or feet

Damaged ladders shall not be used and must be removed from service immediately.

4. Transport and Handling

- Carry ladders parallel to the ground when possible.
- Use **two people** to carry extension ladders over 20 feet.
- Secure ladders during vehicle transport to prevent movement or falling.

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5. Setup Procedures (Critical Safety Step)

Stable Base

- Place ladder feet on firm, level surfaces only.
- Never use boxes, bricks, pallets, or unstable objects to gain height.

Doorways

- Ladders set in front of doors must be **blocked, locked, or guarded** to prevent contact.

Stepladders

- Must be fully opened with spreaders locked.
- Never use a stepladder folded and leaning against a surface.

Extension Ladders

- Follow the 4-to-1 rule: 1 foot out for every 4 feet of height.
 - Rails must extend at least 3 feet above upper landing surfaces.
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6. Climbing and Descending

- Face the ladder at all times when climbing or descending.
 - Maintain three points of contact.
 - Do not carry tools or materials in hands while climbing.
 - Use tool belts or hoisting methods instead.
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7. Working Position and Use

Body Position

- Keep the “belt buckle” (center of gravity) between the rails.
- Do not overreach; descend and reposition the ladder instead.

Standing Restrictions

- Do not stand on:
 - Top cap or top step of a stepladder

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- Top three rungs of an extension ladder

Electrical Safety

- Never use metal ladders near energized electrical equipment.
 - Use fiberglass ladders for electrical or utility work.
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8. Prohibited Practices (Strict Compliance)

- Moving or “walking” a ladder while occupied
 - More than one person on a ladder unless designed for it
 - Standing on cross-bracing
 - Using ladders horizontally as platforms, bridges, or planks
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9. Storage and Maintenance

- Store ladders on racks supporting them at multiple points.
 - Protect ladders from weather and UV exposure.
 - Do not paint wooden ladders; clear finishes only.
 - Maintain ladders according to manufacturer instructions.
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10. Supervisor Responsibilities

Supervisors shall:

- Ensure ladder users are trained prior to use
 - Verify ladders are appropriate for assigned tasks
 - Enforce ladder safety rules
 - Remove damaged ladders from service
 - Stop unsafe ladder work immediately
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11. Training Documentation

Departments shall maintain records documenting:

- Employee name
- Training date
- Training content

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- Trainer or method of training

Training Records must be available upon request.