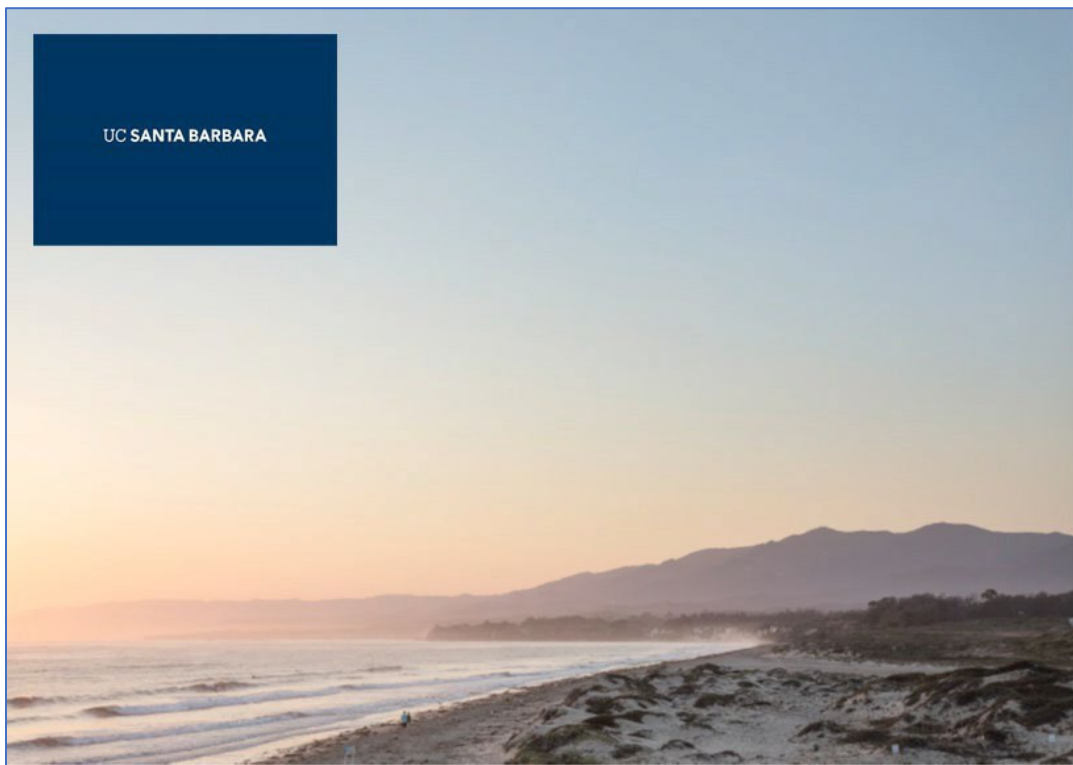


UC Santa Barbara

Ladder Safety Program Manual

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I. Purpose and Scope

This program outlines the requirements for the safe selection, use, inspection, and maintenance of portable and fixed ladders at UCSB-controlled facilities. It is designed to ensure compliance with **Cal/OSHA Title 8 CCR §3276 (Portable) and §3277 (Fixed)**.

II. Applicability

This program applies to all UCSB departments, supervisors, and employees who own, lease, or use ladders. It establishes the minimum standards for preventing falls and ladder-related injuries.

III. Roles, Responsibilities, and Procedures

A. EH&S

EH&S provides institutional oversight and program support and is responsible for:

- Maintaining and updating the Ladder Safety Written Program
- Providing regulatory compliance guidance and technical support
- Developing, providing, and/or recommending training resources
- Conducting risk-based program reviews or audits
- Intervening or recommending suspension of unsafe activities in cases of serious safety hazards

B. Department Heads and Chairs

Deans, Department Heads, and Chairs are responsible for:

- Ensuring Ladder Safety Program implementation and compliance within all units under their authority consistent with campus Environmental Health and Safety Policy 5400
- Providing the authority and resources necessary to meet program requirements
- Designating Equipment Responsible Persons (ERPs) and Supervisors in writing and ensuring they have the training and knowledge required to perform their duties

C. Equipment Responsible Persons (ERPs)

ERPs are responsible for program administration within their designated units and for:

- Ensuring ladder users and supervisors complete required ladder safety training
- Maintaining a current ladder inventory with an established equipment identification system
- Ensuring required inspections are completed and documented
- Maintaining inspection and training records

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- Ensuring procedures are established and implemented for defective ladders to be immediately removed from service
- Performing or assigning documented program audits

D. Supervisors / Principal Investigators

Supervisors and Principal Investigators (PIs) are responsible for operational compliance within their areas of authority and for:

- Completing ladder safety training prior to supervising ladder use and maintaining current knowledge of applicable requirements
- Verifying training completion prior to ladder use
- Ensuring inspections are performed at required intervals
- Ensuring damaged or unsafe ladders are immediately removed from service
- Reporting unsafe ladders to the ERP and ensuring corrective action is taken
- Evaluating tasks to determine whether ladder use is appropriate or if safer alternatives are required
- Exercising Stop Work Authority when unsafe conditions or unsafe ladder use are observed

E. Ladder Users

All UCSB personnel (faculty, staff, students, visitors, and volunteers) who use ladders during university-related activities are responsible for:

- Completing required ladder safety training prior to use
- Performing pre-use inspections
- Reporting ladder safety deficiencies to their supervisor and ERP
- Following UCSB safe-use requirements and manufacturer instructions
- Maintaining three points of contact while climbing
- Tagging defective ladders as “Dangerous – Do Not Use” and reporting them immediately
- Not using damaged, red-tagged, improperly inspected, or otherwise unsafe ladders

IV. Definitions (Regulatory)

Common terms (e.g., rungs, feet) are included in the Visual Guide in Attachment 1 to keep this section focused on regulatory interpretation.

Fixed Ladder: A ladder permanently attached to a structure, building, or equipment.

Ladder Safety System: A system designed to arrest a worker's fall, consisting of a carrier (rail/cable), safety sleeve, and body harness.

Qualified Person: A person designated by the employer who, by reason of training, experience, or instruction, has demonstrated the ability to safely perform assigned duties and possesses the authority to promptly correct identified hazards.

V. Selection and Procurement

ANSI Compliance: All ladders purchased or used at UCSB must meet the applicable American National Standards Institute (ANSI) A14 series standards.

- **Material: Fiberglass** is the preferred standard for portability and electrical safety. Aluminum ladders shall be restricted to non-electrical work and must be labeled: "CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT".
- **Duty Rating:** Ladders must be Type II (225 lbs.) or higher. Type III (Household) ladders are prohibited.

*(See **Attachment 1** for detailed Duty Rating tables and Material Selection Guides).*

VI. Equipment Identification and Inventory

To ensure inspections are trackable, every ladder must be part of a Departmental Ladder Inventory.

1. **Identification:** Each ladder must have a unique ID (e.g., DEPT-001) permanently affixed via tag, engraving, or marker. IDs must not obscure warning labels.
2. **Inventory Log:** A central log must be maintained listing the ID, Type, Height, Material, and Status (Active/Out of Service). Use **Attachment 2** or an equivalent digital record.

VII. Training Requirements

- **Requirement:** All users and supervisors must complete ladder safety training prior to assignment.
- **Comprehension:** Training and materials shall be provided in a language and at a literacy level understood by the employee.
- **Frequency:** Initial training is required, with refresher training triggered by unsafe acts, incidents, or changes in equipment.
- **Documentation:** Training records must be retained for **3 years**.

*(See **Attachment 6** for Training Syllabus and Learning Objectives).*

VIII. Equipment Inspections and Program Audits

A. Inspection Requirements

- **Pre-use Inspection:** Conducted before each use by the ladder user; documentation is not required unless a defect is identified

- **Periodic Inspection:** Conducted at required intervals (e.g., quarterly for high-use ladders or annually for low-use ladders) by the designated ERP or Supervisor; documentation is required
- **Fixed Ladder Inspection:** Conducted at least annually by a Qualified Person; documentation is required

Additional Requirements

- **Label Legibility:** Safety labels must be legible during inspections. Ladders with unreadable labels shall be removed from service until corrected
- **Deficiencies:** Ladders with structural defects must be immediately removed from service, tagged "Dangerous – Do Not Use," and repaired or destroyed

B. Annual Departmental Program Audit

The Department Head / Chair is responsible for ensuring the annual audit is completed and may designate an ERP to perform the audit.

To ensure the program is actively managed and defensible, the annual audit must evaluate the overall management of program elements and does not require re-inspecting every ladder.

Audit Scope:

- **Inventory Accuracy:** Verify that the Departmental Ladder Inventory matches the physical ladders currently in possession (e.g., new purchases added, decommissioned ladders removed)
- **Training Status:** Confirm that all active employees who use ladders have a training record on file
- **Inspection Completeness:** Verify that inspection records (Attachments 3 and 4) have been completed and maintained for the previous 12 months for all active equipment

Note: This audit may be documented as a simple signed memo or checklist maintained with departmental safety records.

IX. Fixed Ladder Safety

A. General Requirements Fixed ladders must be maintained with secure anchorage and adequate clearances (7" behind rungs, 30" clearance in front).

B. Fall Protection

- Ladders < 24 ft: Cages or wells are required if feasible.
- Ladders > 24 ft: Must be retrofitted with a Ladder Safety System (cable/rail) by November 18, 2036. Cages alone are no longer compliant for new installations or retrofits.

X. Fall Protection (Portable Ladders)

Fall protection is required for portable ladder use when:

1. **Construction Activities:** Work occurs at heights **6 feet or greater** (Cal/OSHA Construction Safety Orders, effective 2025/2026).
2. **General Industry:** The user cannot maintain three points of contact.
3. **Hazardous Positioning:** The ladder is placed above dangerous equipment or impalement hazards.

XI. Hazard Identification & Control (SOPs and JHAs)

Equipment-specific Standard Operating Procedures (SOPs) and/or Job Hazard Analyses (JHAs) must be developed for complex tasks involving ladders. These documents must be reviewed with affected personnel and maintained in a location readily accessible to users.

XII: Recordkeeping

Record Type	Retention Period	Location
Ladder Inventory	Current	Department Files
Inspection Records	3 Years	Department Files
Training Records	3 Years	Department Files / LMS
Annual Program Audit	3 Years	Department Files
Maintenance/Repair	Life of Equipment	Department Files

XIII. References

- A. California Code of Regulations, Title 8 (Cal/OSHA)**

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- **§3276:** Portable Ladders
- **§3277:** Fixed Ladders
- **§3287:** Use of Ladders (Safe use requirements, clearance, and restrictions)
- **§3210:** Guardrails and Toe Boards (Relevant when ladders access elevated platforms)
- **§1675:** Portable Ladders (Construction Safety Orders – applies when construction activities are performed)

B. Federal OSHA (29 CFR)

- **1910.23:** Ladders (General industry standard; covers portable and fixed ladders)
- **1910.28:** Duty to Have Fall Protection and Falling Object Protection (Links ladder height to fall protection requirements; fixed ladders over 24 ft)
- **1926.1053:** Ladders (Construction industry standard)

C. ANSI (American National Standards Institute)

- **ANSI A14.1:** Safety Requirements for Portable Wood Ladders
- **ANSI A14.2:** Safety Requirements for Portable Metal Ladders
- **ANSI A14.3:** Safety Requirements for Fixed Ladders
- **ANSI A14.5:** Safety Requirements for Portable Reinforced Plastic Ladders
- **ANSI Z359 Series:** Fall Protection Code (Personal fall arrest systems and ladder safety systems)

D. Supplemental Resources

- **American Ladder Institute (ALI):** [Ladders 101](#)
- *Disclaimer: In the event of a conflict between an external resource and this written program or Cal/OSHA Title 8, the University program and state regulations shall prevail.*

XIV. Issued by and Next Review Date

Issued by: Bryan E. Bowe, Safety Specialist III, EH&S Ladder Safety Program Administrator.

Next Review Date: Every five years or earlier if deficiencies are identified or required by regulatory updates.

XV. Attachments

Attachment 1: Ladder Designs and Visual Glossary

Attachment 2: Departmental Ladder Inventory Form

Attachment 3: Portable Ladder Inspection Checklist

Attachment 4: Fixed Ladder Inspection Checklist

Attachment 5: "Dangerous - Do Not Use" Tagout Template

Attachment 6: Ladder Safe Use & Training Code of Practice

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Attachment 1: Ladder Designs and Visual Glossary

1. Ladder Components (Visual Descriptions Below)

To perform a valid inspection, the user must be able to identify the following components. Defects in any of these areas require immediate removal from service.

- **Top Cap:** The uppermost horizontal member of a stepladder. **(Do not stand here).**
- **Steps/Rungs:** The horizontal members used for climbing. Must be free of oil/grease.
- **Rails:** The side members that support the steps/rungs. Must be free of cracks/splinters.
- **Spreader/Locking Assembly:** The metal bars that lock the stepladder in the open position.
- **Pawl Locks:** The mechanism on extension ladders that holds the fly section at the desired height.
- **Feet/Shoes:** The anti-slip component at the base. Must have rubber tread intact.

2. ANSI Duty Ratings

Select the proper ladder for the combined weight of the user + tools/materials.

Type	Duty Rating	Load Capacity	Recommended Use
Type IAA	Special Heavy Duty	375 lbs.	MRO / Construction / Heavy Utilities
Type IA	Extra Heavy Duty	300 lbs.	MRO / Construction
Type I	Heavy Duty	250 lbs.	General Maintenance / Trades
Type II	Medium Duty	225 lbs.	Light Commercial / Office Use
Type III	Light Duty	200 lbs.	PROHIBITED AT UCSB

3. Material Selection Guide

- **Fiberglass (Orange/Yellow):** Non-conductive. **Standard for all UCSB maintenance/trade work.**
- **Aluminum:** Conductive. **PROHIBITED** near electrical work.
- **Wood: Not recommended.** If used, must be coated with clear varnish only (no opaque paint).

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

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4. Glossary of Ladder Types and Ladder Accessories

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

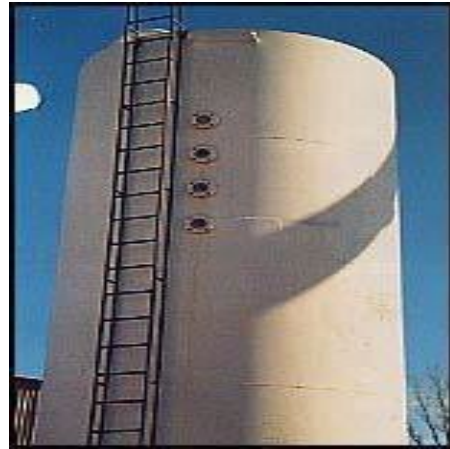
They can be used for operations in theater and stage work or to get equipment above drop ceilings.



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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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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<p><u>Cinch (Ladder Cinch or Ladder Tie)</u></p> <p>Used as a quick tie down for use on poles or similar structures</p>	
<p><u>Jacks (Ladder Jack)</u></p> <p>Attaches to rungs of non-self-supporting ladders to allow the use of ladders as supports for scaffold planks. Fall protection is required</p>	
<p><u>Ladder Jacks and Guardrail Systems</u></p> <p>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.</p>	
<p><u>Levelers (Ladder leveler)</u></p> <p>Two base attachments that are used to level the ladder on a sloped support surface.</p>	

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<p><u>Pail Shelf</u></p> <p>A pail shelf attaches to an existing shelf to provide relatively stable locations for tools and pails or buckets.</p>	
<p><u>Paint can hangers (for extension ladders)</u></p> <p>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.</p>	
<p><u>Removable Work Platform</u></p> <p>Kicks out of the way easily for climbing and is used as a platform to stand on.</p>	

<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>	

Please note an online resource for additional Ladder Types is located in Section XIII (d).

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Attachment 3: Portable Ladder Inspection Checklist

Ladder ID: _____ Inspector Name: _____ Date: _____

Frequency: **Quarterly (High Use) or Annual (Low Use).**

Instructions: Inspect each component. If ANY item fails, tag the ladder "Dangerous - Do Not Use" and remove it from service immediately.

Component	Inspection Criteria (Pass / Fail)	Pass	Fail
Labels	Legibility: Are weight limits and warning labels present AND readable?	<input type="checkbox"/>	<input type="checkbox"/>
Steps / Rungs	Free of oil, grease, or sticky substances? No loose or missing rungs?	<input type="checkbox"/>	<input type="checkbox"/>
Side Rails	No cracks, splits, or structural damage? (Fiberglass: No "blooming" or splintering).	<input type="checkbox"/>	<input type="checkbox"/>
Feet / Shoes	Anti-slip pads are present and not worn smooth? Feet pivot correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Hardware	All bolts, rivets, and fasteners are tight? No corrosion?	<input type="checkbox"/>	<input type="checkbox"/>
Spreaders	(Stepladders) Spreaders lock fully? Not bent?	<input type="checkbox"/>	<input type="checkbox"/>
Locks / Pulleys	(Extension) Pawl locks engage securely? Rope is not frayed/rotted?	<input type="checkbox"/>	<input type="checkbox"/>
Coatings	(Wood Ladders) NO OPAQUE PAINT? Clear varnish only?	<input type="checkbox"/>	<input type="checkbox"/>

Inspector Notes:

Inspector Signature: _____ Date: _____

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Attachment 4: Fixed Ladder Inspection Form

Fixed Ladder Inspection Form (Cal/OSHA §3277 Compliance) – One Inspection per year by Qualified Person required.

Department: _____ Location: _____
Ladder ID/Tag #: _____ Inspector Name: _____
Inspection Date: _____ Next Scheduled Inspection: _____

General Condition

- Ladder free of cracks, splits, bends, or other structural defects
 - No excessive corrosion, rust, or deterioration of metal or anchorage points
 - Ladder clean and free of oil, grease, or slippery materials
-

Rungs / Steps

- All rungs/cleats present and securely attached
 - No broken, bent, loose, or excessively worn rungs
 - Uniform spacing maintained (≤ 12 inches, unless exception applies)
 - Rung surfaces provide slip resistance
-

Side Rails / Uprights

- Rails straight, not bent, cracked, or damaged
 - Rail extensions present at ladder landings where required (36 inches above landing)
 - Grab bars in place and securely fastened (if required)
-

Fastenings / Anchorage

- Ladder securely fastened to structure
 - Welds, bolts, and brackets tight and undamaged
 - No missing or loose fasteners
-

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Cages / Wells / Ladder Safety Systems

- Cage or well present if required (based on ladder height and installation date)
 - Cage/well free of deformation, rust, or missing sections
 - Ladder safety system (rail/cable/PFAS) properly installed and functional
 - Connecting hardware (sleeve, lanyard, harness anchor) in good condition
-

Clearances / Access

- Adequate clearance behind ladder (≥ 7 inches from rung centerline to obstruction)
 - No obstructions in climbing path or at ladder base/top
 - Access/egress at landings unobstructed
-

Signage / Markings

- "Do Not Use Around Electrical Equipment" marking present (if metal)
 - Identification/inspection tag in place and legible
-

Disposition

- Ladder safe for use
- Ladder requires repair (describe below)
- Ladder removed from service — tagged "DO NOT USE"

Inspector Notes:

Inspector Signature: _____ **Date:** _____

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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
-

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.
-

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.
-

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.
-

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
-

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.
-

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
-

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.