

Apprentice & Journeymen Training Trust Fund Of the Southern California Plumbing & Piping Industry

Ladder Policy & Procedure

1. Ladders must be inspected daily before use:

Step Ladder

- Ladder is made of fiberglass.
- Rails must not be twisted, cracked or missing rivets.
- Feet must be non-slip, in place with no cracks or missing rivets.
- Rungs must be in place, tight, not twisted or missing rivets.
- Spreaders must be in place, locked tight, not twisted or missing rivets.
- Top cap must not have any cracks or missing rivets.

Extension Ladder

- Ladder is made of fiberglass.
- Rails must not be twisted, cracked or missing rivets.
- Feet must be non-slip, in place with no cracks or missing rivets.
- Rungs must be in place, tight, not twisted or missing rivets.
- Guides – top and bottom must be in place, not twisted or missing rivets.
- Rung locks must be in place, complete and functioning properly.
- Pulley system – no damage to rope, free of kinks and knots. Pulleys must be in place and in good working condition.

Any ladder that does not meeting any part of inspection must be removed from service and immediately reported to Supervisor

2. Use of ladder:

- Correct size and type must be utilized.
- **NEVER** work off top two rungs or cap.
- **NEVER** use a ladder over its rated load capacity.
- When working above 6', 100% tie off is required and a spotter is needed to stabilize ladder.
- Get assistance when needed for transport or set up of ladder.
- Task will determine size and type of ladder needed and must be proper height to prevent over extension or working outside of ladder rails.
- Ladder must be set up on even, stable surface, away from edges.
- When ladder is set up in a pedestrian or vehicle traffic area, a spotter is needed and/or barriers must be put around work area to prevent ladder from being bumped or tools and material being dropped on others.
- If ladder is set up in doorway, a spotter is needed and/or signage must be visible to indicate work being performed on opposite sides. If possible, door must be secured.
- Must use three points of contact and remain centered between ladder rails.
- Ladder must always be faced while climbing or working.
- Tools and material must be in a tool belt or transported by a hand line.

Step Ladder

- Must be fully open with spreaders locked.
- NEVER climb back side of ladder.

Extension Ladder

- Must be placed against solid surface, using 4-to-1 method for set up (for every 4' up, set base 1' from wall).
- Top of ladder must extend 3' above landing and must be secured.
- Rung locks secured, and rope tied off.