

Read First! Program Summary and Instructions - MIIA Stepladder Program

Program Summary

Introduction: This integrated program is designed to ensure that:

1. **Employers** have the tools to implement it, including training, work practices, documentation, and procedures for ladder use, inspection, maintenance, and taking “out of service.”
2. **Employees** have safe equipment, criteria to assess the ladder's safety, ability to safely use the ladder, and the knowledge to know what to do if a ladder is compromised.

Written Program - Although the OSHA standard 29 CFR 1910.23 ladder safety requirements doesn't require a written program, MIIA is providing this written program as a guide to implement a program and document compliance with the requirements.

Please note that you can adapt this program to the use of other ladder types.

Program Components (*documents are formatted in italics*) - include:

1. **Advisory** – *The MIIA Stepladder Advisory* provides information on why ladder safety is a priority for employers and a summary of best practices for the employee.

2. Program Summary and Instructions

A. *Read First! Program Summary and Instructions - MIIA Stepladder Program* provides:

- i. *An Overview* of the program components and guidance on how to administer the program.
- ii. *A Memo Template to the Program Manager* (to be designated by your department) on how to implement the program.

B. *Work Practices* - specifies employee responsibilities and work practices, including inspection tasks.

C. *MIIA Ladder Safety Program Log – Ladder Inventory, and Employee Use and Training* - for Program Manager to track ladder types, use, storage locations, and status of employee ladder use and training.

D. *Inspection Program*

- i. *MIIA Ladder Safety Inspection Procedure* – provides instructions on frequency of inspection, how to use the inspection forms, how to document inspections and mitigation measures, and how to take a ladder out of service.
- ii. *MIIA Stepladder Inspection Form* – for employees to inspect and document ladder safety issues for corrective action.
- iii. *MIIA Ladder Safety Inspection Tracking Log* – for employees to document inspections and actions taken.

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- iv. *IIIA Tag for Equipment “Out of Service”* – for employees to use when ladders need to be taken out of service for repair or to be destroyed by a competent person.

3. Training Program

- A. *IIIA Ladder Safety Training Program Summary* - lists responsibilities of a Program Manager, a list of training resources, links to trainings and training quizzes, and instructions on how to use the training program.
- B. *Training PowerPoint (PDF)* - for the Program Manager on program components and guidance on how to administer the program.
- C. *IIIA Stepladder Safety Training Quiz* – optional, note there is also an online quiz by the American Ladder Institute listed in the document *IIIA Ladder Safety Training Program*.
- D. *Toolbox Talk by the National Safety Council* - optional

4. Resources – provided to implement the program:

A. Internet Resources

- i. *Ladder Safety App by NIOSH* – this document provides links to get the free app, which provides an angle measuring tool that uses visual, sound, and vibration cues to set an extension ladder at the proper angle. It also provides information on the use of extension ladders and stepladders.
- ii. *IIIA Additional Resources for Ladder Safety* – links to agencies and organizations.

B. OSHA Quick Cards – optional:

- i. *Portable Ladder Quick Card*
- ii. *Extension Ladder Quick Card*

C. Posters from American Ladder Institute – printing and posting the following posters is optional. This information contained in these posters is covered in the work practices. The posters can be used to reinforce them at the worksite:

- i. *Safety While Climbing*
- ii. *Choosing Your Ladder*
- iii. *Safe Climbing and Positioning*
- iv. *Ladder Safety Checklist*

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Instructions to the Program Manager Supervising the Ladder Safety Program

MEMO

To: Program Manager for the Ladder Safety Program

From:

Date:

RE: Ladder Safety Program Responsibilities

Purpose of this Memo - This memo provides you with guidance to implement the MIIA Stepladder Safety Program. Although this program is for stepladders, it can be adapted to other types of ladders.

Information and Tools Provided – Please review the following program materials to familiarize yourself with the supervisory responsibilities and employee roles and tasks:

- 1. Training Program** – The instructions in the document, *IIIA Ladder Safety Training Program Summary* provide resources and guidance to implement the training program.
- 2. Work Practices** – The document *IIIA Stepladder Safety Program Work Practices* specifies employee responsibilities and work practices. Please add and provide training on any additional instructions specific to your operations.
- 3. Inspection, Documentation, and Corrective Action** – includes the following:
 - a. *IIIA Ladder Safety Inspection Procedure* – provides instructions on frequency of inspection, how to use the inspection forms, how to document inspections and mitigation measures, and how to take a ladder out of service.
 - b. *IIIA Ladder Inventory and Employee Use and Training Log* – use this log to list and track all ladder types and use, location of ladder use and storage, and status of employee ladder use and training.
 - c. *IIIA Stepladder Inspection (and Correction) Form (a. checklist, and b. report form)* - provide to employees to inspect ladders and document issues for corrective action. Have employees return these completed forms for you to review, file, and take corrective action if needed.
 - d. *IIIA Ladder Safety Inspection Tracking Log* – provide to employees to track their inspections and actions based on the inspections.
 - e. *IIIA Tag for Equipment “Out of Service”* – provide to employees to use when ladders need to be repaired or destroyed by a competent person.
- 4. Ladder Safety App by NIOSH** – This document provides links to download this free app for an iPhone or an android. It provides an angle measuring tool to set an extension ladder at the proper angle. It also provides work practice information for use of stepladders and extension ladders. In addition to the angle measuring tool, the value of the app is for employees to a reference to work practices on their smartphone if needed.
- 5. Additional Resources** – There are optional posters and OSHA Quick Cards that you can post if needed.

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INSTRUCTIONS

1. Provide employees with the correct type of the ladders:

- a. Determine whether a stepladder is appropriate for the work, or if you need another type.
- b. Please see guidance in the document *IIIA Stepladder Safety Program Work Practices* for how to determine stepladder size and duty rating needed.
- c. Use non-metal ladders for use near electrical hazards.

2. Establish locations for:

- a. Providing and maintaining program paperwork (e.g., work practices, forms, logs) and supplies (e.g., tags).
- b. Posting posters (optional).
- c. Storing ladders.
- d. Storing ladders taken out of service.

3. Determine how you will remove ladders from service for disposal or repair – you are responsible for:

- a. Removing any tagged ladders from service and reviewing the associated inspection form to determine next steps.
- b. Placing ladder in a location where it is inaccessible for use and ensuring the tag is attached.
- c. Coordinating the repair, or the destruction and disposal of ladders by a competent person.

4. Assign ladder use to employees, provide training, and review program operations and employee responsibilities with them, including:

- a. Designated locations for:
 - Written program information, inspection forms and logs, and “Out of Service” tags.
 - Storing ladders for use and for ladders taken out of service.
- b. Employee requirements to:
 - Only use ladders they have been approved to use and trained on.
 - Use the *IIIA Stepladder Inspection Form* to inspect ladders based on the inspection schedule.
 - Submit complete *IIIA Ladder Safety Inspection Tracking Log* every time they inspect a ladder to document the inspection and note what they did with the ladder. They should submit the log to you when it is completed with all completed inspection forms attached to it for you to review and file.
 - Tag any defective ladder with an “Out of Service” tag, place it in a designated location where it will not be used, immediately notify you, and provide you with the completed inspection form.