

FFPO Procedure Blue Sheet Form

A. Procedure Title (list manual, procedure series, or specific procedure #)

SPR Accident Prevention Manual
Section 28 Ladder Safety Program

B. Procedure Name/series type (i.e., operations, maintenance, etc.) E S & H

C. Check (✓) one of the following:

1. Procedure(s) accepted “as is” with terminology replaced as denoted in the Site Procedures Approved Terminology Replacement List for the FFPO SPR M&O contract.

2. In addition to the changes in approved terminology for the FFPO SPR M&O contract, improvements to the procedure are warranted:

- Category 1 Finding (Resolution prior to contract start)
 Category 2 Finding (Resolution within 90 days of contract start)
 Category 3 Finding (Resolution to the Issues Management program)

D. Comments/Notes:

E. Forward a copy of this form to the FFPO Director, Business Management for revision tracking.

Signed
FFPO Reviewer Signature

02/27/14
Date

Steve Mahan
FFPO Reviewer Print Name

Site Procedures Approved Terminology Replacement List

Approved Terminology Replacements	
Terminology to be Replaced	Substituted Verbiage
AGSC	M&O Contractor or MOC
Boeing	M&O Contractor or MOC
Construction Management Services or CMS contractor	M&O Contractor or MOC
DynMcDermott or DM or Company	M&O Contractor or MOC
DM Contract No.	M&O Contract
Organizational Changes	
William Gibson or "Hoot"	DOE Project Manager or DOE PM
Robert (Bob) McGough or DM Project Manager or CEO	MOC Project Manager or MOC PM
Randy Sutton (Acting) or DM General Counsel	MOC General Counsel or MOC GC
Scott Landry or DM APM, O&M and COO	MOC APM, O&M
APM, Cavern Integrity	Senior Director, Cavern Integrity
Colleen Yates or DM APM, Business Operations and CFO	MOC APM, Business Operations and CFO
APM, Security and Emergency Preparedness or Director, Security and Emergency Preparedness Division	Senior Director, Security & Emergency Preparedness
Henry Schmidt, Jordan Jones, or Duane Johnson	Senior Director, Security & Emergency Preparedness
Leslie Williams or APM, Data Systems or Data Systems Director	Senior Director, Data Systems
William Bozzo or DM APM, ES&H	MOC APM, ES&H
Walt Newcomb or DM Director, Energy & Sustainability	Director, Environmental
J.P. Martinez or DM APM, Engineering	MOC APM, Engineering

ACRONYMS

- AGSC ASRC Gulf States Constructors
- APM Assistant Project Manager
- ASRC Arctic Slope Regional Corporation
- CAS Contractor Assurance System
- CFO Chief Financial Officer
- COO Chief Operating Officer
- ES&H Environment, Safety, and Health
- GC General Counsel
- M&O Management and Operating
- MOC Management and Operating Contractor
- O&M Operations and Maintenance
- PM Project Manager

28. LADDER SAFETY PROGRAM

Table of Contents

28.1. APPLICABILITY.....	1
28.2. LADDER DESIGN AND LOAD SUPPORT STANDARDS.....	1
28.3. LADDER REQUIREMENTS.....	1
28.4. SAFETY PROCEDURES.....	2
28.5. INSPECTIONS AND DEFECTIVE LADDERS.....	3
28.5.1. Ladder Inspections.....	3
28.5.2. Defective Ladders.....	3
28.6. TRAINING.....	4
28.7. TABLES: LADDER SAFETY PROGRAM.....	4

28.1. APPLICABILITY

The Ladder Safety Program establishes minimum requirements and procedures for the safety of personnel who use ladders, providing the requirements for design, fabrication, construction, load testing, use of ladders, and employee training. The program applies to all ladders used on the SPR and includes requirements for installation, safety devices, and proper use of ladders.

28.2. LADDER DESIGN AND LOAD SUPPORT STANDARDS

Ladders designed and built in accordance with the applicable National Consensus Standards, as set forth below, will be considered to meet the OSHA 29 CFR 1926.1053, and 1910.25, 26, and 27 requirements. The standards met and manufacturers’ requirements should be marked on the ladder.

- a. Manufactured portable wood ladders: American National Standards Institute (ANSI) A14.1 - American National Standard for Ladders - Portable Wood - Safety Requirements.
- b. Manufactured portable metal ladders: ANSI A14.2 -American National Standard for Ladders - Portable Metal -Safety Requirements.
- c. Manufactured fixed ladders: ANSI A14.3 - American National Standard for Ladders - Fixed - Safety Requirements.
- d. Job-made ladders: ANSI A14.4 - Safety Requirements for Job-made Ladders.
- e. Plastic ladders: ANSI A14.5 - American National Standard for Ladders - Portable Reinforced Plastic - Safety Requirements.

28.3. LADDER REQUIREMENTS

The following requirements apply to the use of all ladders:

- a. Inspect every ladder before use, to ensure that:
 1. All steps and rungs are in place, intact, free from grease or oil, have slip resistant surfaces, and are firmly attached
 2. Metal parts are lubricated properly.
 3. Spreaders or other locking devices are in place.
 4. No splintered or sharp edges are present.
 5. No dents or bends are present.

6. No corroded components, or faulty or defective structural components are present – if found, remove ladder from service.
 7. Fiberglass ladders have not been deteriorated by exposure to ultraviolet radiation and are structurally sound.
- b. Place ladder on level and stable surface unless it is secured to prevent accidental displacement.
 - c. Ladders will not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement. Slip-resistant feet will not be used as a substitute for care in placing, lashing, or holding a ladder that is used upon slippery surfaces including, but not limited to, flat metal or concrete surfaces that are so constructed that they cannot be prevented from becoming slippery.
 - d. Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways will be secured to prevent accidental displacement, or a barricade will be used to keep the activities or traffic away from the ladder.
 - e. The area around the top and bottom of ladders will be kept clear.
 - f. Non-self-supporting ladders will be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder (the distance along the ladder between the foot and the top support).

NOTE

Requirement f. does not apply to ladders used in excavations.

- g. The ladder shall not rest on a window or window sash or be placed in front of a door unless the door is locked and blocked.
- h. Position the bottom feet of an extension ladder before extending it.

28.4. SAFETY PROCEDURES

- a. Only one person shall be on a ladder at a time.
- b. **At no time will ladder scaffolds be used, nor will any ladder be used as a crosspiece to a scaffold.**
- c. Ladders will be maintained free of oil, grease, and other slipping hazards.
- d. Ladders will not be loaded beyond their manufacturer's rated capacity.
- e. Ladders will be used only for the purpose for which they were designed.
- f. Ladder users will wear shoes that meet ASTM F2413-05 and that are appropriate for the work being performed. Shoes shall be clean with nonskid soles, not leather.
- g. When ascending or descending a ladder, the user will face the ladder.
- h. All personnel will maintain three points of contact using hands and feet when progressing up or down a ladder.
- i. Personnel will not carry any object or load that could cause the individual to lose his or her points of contact or balance and fall.
- j. Ladder components will be surfaced so as to prevent injury to an employee from punctures or lacerations, and to prevent clothing from being snagged.
- k. Personnel will carry tools up or down to a work area on a belt or with a rope or hoist, not in their hands.
- l. The top of a non-self-supporting ladder will be placed with the two rails supported equally, unless it is equipped with a single support attachment, and will extend at least three feet (three rungs) above the upper landing surface to which the ladder is used to gain access.

- m. Ladders will not be moved, shifted, or extended while occupied.
- n. Ladders will have nonconductive side rails if they are used where the user or the ladder could contact exposed energized electrical equipment, except as provided in OSHA 29CFR 1926.951(c) (1).
- o. The top and the top step of a stepladder will not be used as a step unless specifically designed for such use. Any step marked “Not a Step” or “Do Not Step” will not be used as a step.
- p. Cross-bracing on the rear section of stepladders will not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- q. Single-rail ladders will not be used.
- r. Wood ladders will not be coated with any opaque covering, except for identification or warning labels that may be placed on one face only of a side rail.
- s. Ladders will not be tied or fastened together to provide longer sections unless they are specifically designed for such use.
- t. A metal spreader or locking device will be provided on each stepladder. The resulting side rail must be at least equivalent in strength to a one-piece side rail made of the same material.
- u. In no case will the extension be such that ladder deflection under a load would, by itself, cause the ladder to slip out of its support.
- v. Ladders should be stored in protected area out of the elements to protect from damage. Short term subcontractors such as service technicians may have ladders stored on a truck ladder rack.
- w. Markings on ladders shall be legible and readily visible

28.5. INSPECTIONS AND DEFECTIVE LADDERS

28.5.1. Ladder Inspections

- a. Ladders will be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect safe use.
- b. Inspection shall be done when the ladder is first checked out and prior to each use by a trained employee using the ladder.

NOTE

Subcontractors may use their own ladder control procedures, if they provide hazard protection equal to or better than this one.

28.5.2. Defective Ladders

- a. Portable and fixed ladders with structural defects such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or faulty or defective components will be tagged out and removed from service
- b. A ladder will only be returned to service after the repairs restore the ladder to a condition meeting its original design criteria.
 - 1. Repairs must be nonstructural in nature.
 - 2. If structural defects exist the ladder shall be removed from service permanently.
 - 3. Subcontractors will remove the defective ladder from service and remove it from the site by the end of the workday.

28.6. TRAINING

- a. All personnel that use ladders will be provided training initially, and whenever the program changes, to recognize hazards related to ladders and stairways and in the procedures to be followed to minimize these hazards.
- b. The employer will ensure that each employee who uses a ladder has been trained by a competent person in the following areas, as applicable:
 - 1. The nature of fall hazards in the work area.
 - 2. The proper construction, use, placement, and care in handling ladders.
 - 3. The maximum intended load carrying capacities of ladder used.
 - 4. How to inspect a ladder before use.
- c. Retraining will be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance with items 1. through 4. above.

28.7. TABLES: LADDER SAFETY PROGRAM

TABLE 28.1. LADDER SAFETY ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
M&O Supervisor/Foreman	<ul style="list-style-type: none"> a. Receive training in accordance with subsection 28.6. b. Immediately tag out, block, or remove from service any ladder found to be unsafe or defective, including those that do not meet the requirements of subsection 28.2. c. Ensure employees are trained in accordance with subsection 28.6 before using ladders.
Employee	<ul style="list-style-type: none"> a. Inspect ladders daily before use. b. If a ladder is unsafe, discontinue its use, tag it out of service, and report this to his or her supervisor. c. Take into consideration the proper construction, use, placement, and care in handling all ladders. d. Receive training in accordance with subsection 28.6 before using ladders. e. Ensure ladders are properly stored when not in use.
Site Safety Specialist	<ul style="list-style-type: none"> a. Receive training in accordance with subsection 28.6. b. Monitor inspection and use of ladders to ensure compliance with subsection 28.2. Inspect ladders and tag for removal in necessary
SMTR	<ul style="list-style-type: none"> a. Verify that subcontractors have an approved ladder safety program in place prior to use of ladders.