

<p style="text-align: center;">Safety Manual Ladder Safety Program</p>

Policy Section No.:42
Revision No.: 3

Effective: 06-99
Revision Date: 01-16
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Ladder Safety Program

1 Purpose and Scope:

- 1.1 The purpose and scope of this document is to put forth the regulations regarding Ladder Safety procedures and training at Therma. CFR 1926. 1950-1960 Subpart X contains specific information on these rules. All employees who might be expected to use a ladder during the course of work should be familiar with this document. This policy covers all types of ladders, including step, extension, and fixed ladders. Ladder users must be able to recognize and avoid ladder hazards and be aware of safe practices in setting up, storing, moving and working from this equipment.

2 Responsibility:

- 2.1 It is the responsibility of all Supervisors to assure that all employees that may use a ladder read and understand this document. This document is included in new hire orientation training material.
- 2.2 It is the responsibility of all Supervisors to provide basic ladder training safety information to those employees who have not been previously trained.
- 2.3 It is the responsibility of all Supervisors to assure that all ladders being used at Therma are free from defects and all moving parts are working properly.
- 2.4 It is the responsibility of all Safety Department to maintain records on ladder training.

3 Policy:

- 3.1 Only Class 1A (rated 300 pounds) fiberglass step and extension ladders shall be used.
- 3.2 All Therma employees who use ladders shall have Ladder Safety Training during New Employee Orientation.

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- 3.3 Ladder Safety Training will consist of recognition of possible hazards associated with ladder use, inspection, proper maintenance and safety precautions to be taken when using ladders.
- 3.4 Ladders shall only be used for the purpose in which they were designed.
- 3.5 Ladders shall be inspected by the Tool Room before dispatched to the field.
- 3.6 All employees who use ladders at Therma must inspect them for defects or possible hazards before the ladders are used. Ladders must be maintained free of grease, oil, and other slipping hazards. Ladders with loose parts or faulty rungs should be taken out of service immediately.
- 3.7 Ladders shall be inspected on an annual basis by the company's designated "competent" person.
- 3.8 Ladders that are taken out of service should be tagged "Defective" and removed from the work area and sent to the Tool Room for repair or disposal.
- 3.9 In the event a ladder is involved in an incident that may affect safe operation, it shall be immediately removed from service and sent to the tool room for inspection. Only after it has been inspected by the company's competent person shall it be placed back into service.
- 3.10 Therma employees shall only work from step ladders, extension ladders and fixed ladders that are vendor supplied. Job-made ladders are not approved for use. Ladders rungs, cleats, and steps shall be uniformly spaced when the ladder is in position for use.
- 3.11 Safety Ladder Setup:
 - 3.11.1 Inspect ladders for defects. Ensure the ladder is rated for the intended use.
 - 3.11.2 Ensure the ladder shall not be loaded beyond its rated weight capacity.
 - 3.11.3 All ladders must be placed on a stable level surface.
 - 3.11.4 Do not set ladders on boxes, blocks or other objects that might move.
 - 3.11.5 Do not lean or reach out while standing on ladders.
 - 3.11.6 Secure ladders whenever a danger of slippage might occur.

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- 3.11.7 Do not use ladders in high wind or during inclement weather conditions.
- 3.11.8 Never set up ladders in front of or around doors, unless the door is posted or locked.
- 3.11.9 Do not sit on ladders.
- 3.11.10 Use safety boots when climbing a ladder.
- 3.12 Climbing and Standing on Ladders Safely:
 - 3.12.1 Always face a ladder when climbing up or down.
 - 3.12.2 Do not carrying materials or tools when climbing a ladder. Climb the ladder first then pull up the materials with a rope. Maintain “3-point contact” rule.
 - 3.12.3 Rungs and steps should be clear of grease, oil, wet paint, snow, and ice before climbing.
 - 3.12.4 Do not climb onto a ladder from the side.
 - 3.12.5 Do not slide down a ladder.
 - 3.12.6 Climb or stand on a ladder with your feet in the center of the rung.
 - 3.12.7 Do not stand on the top two rungs or top of a stepladder.
- 3.13 Proper Use and Care of Ladders:
 - 3.13.1 Never use metal ladders near exposed electrical wires.
 - 3.13.2 Place warning signs or setup barriers around a ladder before use.
 - 3.13.3 Do not move a ladder while someone is on it.
 - 3.13.4 Never use a ladder when under the influence of alcohol or prescription medications.
 - 3.13.5 Do not leave tools or materials on top of ladders.
 - 3.13.6 Only one person should be on a ladder at a time.
 - 3.13.7 Do not use a ladder on a scaffold.
 - 3.13.8 Do not try to rock a ladder to move it.
 - 3.13.9 Store wood ladders where they will not be exposed to the elements.
 - 3.13.10 Make sure ladders are properly secured when transported.
 - 3.13.11 Do not paint ladders. Painting could hide potentially dangerous defects.
 - 3.13.12 Remove defective ladders from service.
- 3.14 Step Ladder Safety:
 - 3.14.1 Never use a stepladder over 20 feet in length.
 - 3.14.2 Always open a stepladder completely and make sure the spreader is locked before use.

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- 3.14.3 Do not stand higher than the second step from the top of a step ladder.
- 3.14.4 Do not straddle a stepladder.
- 3.15 Extension Ladder Safety:
 - 3.15.1 The sections of an extension ladder should overlap enough to retain the strength of the ladder.
 - 3.15.2 Never splice or tie two short ladders together.
 - 3.15.3 When using a ladder for access to a landing, it must extend 3 rungs or 3 feet above the landing. If the ladder can not be extended above the landing surface, it shall be secured at its top to a rigid support that will not deflect.
 - 3.15.4 To establish the proper climbing angle, use the 4:1 ratio. For every 4' of vertical height, the ladder based shall be 1' from the face of the building (climbing surface).
 - 3.15.5 The top of an extension ladder should rest against a flat, firm surface.
 - 3.15.6 Elevate and extend these extension ladders only from the ground.
 - 3.15.7 When practical, secure extension ladders at both the base and the top.
- 3.16 Extension Ladder Setup:
 - 3.16.1 Inspect the area for overhead obstruction. Be sure there are no electrical wires present.
 - 3.16.2 Lay the ladder on the ground when it is collapsed.
 - 3.16.3 Have someone foot the ladder or make sure it is braced against something.
 - 3.16.4 Pick up the ladder and walk it to an upright position, making sure it will not be obstructed by trees or wires.
 - 3.16.5 Slide the bottom of the ladder outwards to the proper angle and set the feet correctly.
 - 3.16.6 Then extend the ladder by pulling the extension line.
 - 3.16.7 Make sure the rungs on the upper half of the ladder are properly secured by the locking mechanism.
 - 3.16.8 Secure the rungs from the fly section to the rungs of the bed section with the lanyard or separate rope prior to climbing.
 - 3.16.9 Tie the ladder off or have someone steady the ladder as you climb it.

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3.17 Fixed Ladder Safety:

- 3.17.1 Fixed ladders must be secured to the object they are attached to.
- 3.17.2 Fixed ladders over 20 feet must have a safety cage surrounding the ladder.
- 3.17.3 The safety cage should have 15" clearance to all points from the center.
- 3.17.4 Defects in fixed ladders should be repaired as soon as possible.
- 3.17.5 When a defect is not repairable the ladder must be taken out of service.

Ladder Inspection

Site: _____

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