



Program	Ladder Safety		
Guide	Guide to Implementing a Ladder Safety Program		
Revision Date	9/24/2024	Revision Number	1
STEP 1: Program Setup	<p>A) Identify the individuals responsible for program setup, employee training, and maintenance. Typically, this is a supervisor or their designee.</p> <p>B) Have HR assign the supervisor and responsible individuals the LMS Ladder Safety training.</p> <p>C) Have the supervisor and responsible individuals read the LCC-written Ladder Safety Program.</p> <p>D) Inspect all division, department, and program ladders and create a ladder inventory that includes:</p> <ul style="list-style-type: none"> a) Unique ladder identification (Create your own ID using your department and then a number) b) Ladder type (e.g., stepladder, extension ladder, combination ladder) c) Manufacturer d) Material (e.g., fiberglass, aluminum) e) Maximum weight load of the ladder f) Height g) Duty rating (e.g., Type I, IA, II) h) Condition of the ladder i) Location (the specific area where the ladder is stored/used) j) Inspection date (date of last inspection) <p>E) Ensure all ladders within their division, department, or program are properly labeled.</p>		
STEP 2: Employee Training	<p>A) Have HR assign any employee/position who may use a ladder to complete the LMS Ladder Safety training.</p> <ul style="list-style-type: none"> a) Ensure training has been completed. <p>B) Develop and conduct division, department, and program-specific ladder training based on hazards present in the areas. Specific ladder training should include:</p> <ul style="list-style-type: none"> a) Review of ladder storage location(s) within the area(s) and storage requirements (e.g., place horizontally on the ground, secure with strapping to a wall). b) Review how damaged ladders are marked or tagged to ensure they aren't used. c) Ensure employees know how to conduct a pre-use inspection. d) Ensure employees know how and to whom to report a defective ladder. <p>C) Ensure faculty members have implemented appropriate training and inspections in areas where students use ladders.</p> <p>D) Document, date, and retain the training, the materials presented during the training, and who attended.</p>		



Program	Ladder Safety		
Guide	Guide to Implementing a Ladder Safety Program		
Revision Date	9/24/2024	Revision Number	1
STEP 3: Program Maintenance	<p>A) Perform an annual ladder inspection and program review.</p> <p>B) Assure refresher training is completed for designated employees every three years or when:</p> <ul style="list-style-type: none"> a) An employee is observed using a ladder in an unsafe manner. b) An employee is involved in an incident or near miss. c) New equipment is introduced, or workplace conditions change. 		
Resources	<ul style="list-style-type: none"> • Ladder Inventory (Excel format) – Step 1.D • Annual ladder Inspection and Program Review – Step 3.A 		