Chapter 15: Ladder and Scaffold Safety

Quick Start Summary

1 Who needs to know about these requirements

The requirements of Ladder and Scaffold Safety apply to workers using any type of ladder – fixed (permanently attached), portable, mobile ladder stand, or mobile ladder platform – or scaffold, and their supervisors, fixed ladder and scaffold custodians, scaffold qualified persons, the program manager, and Facilities and Purchasing.

2 Why

Using a defective or damaged ladder or scaffold or using it incorrectly can lead to falls and injuries.

3 What do I need to know

- Every ladder, regardless of type, must be inspected before each use. Any ladder found to be defective must be tagged, removed from service, and repaired or destroyed.
- All fixed ladders must be tagged: red, do not use; green, no additional requirements; yellow, additional information/requirements on or attached to the tag. Defective fixed ladders must be reported to the program manager. New fixed ladders are subject to Building Inspection Office review.
- Scaffold use must be reviewed by a scaffold qualified person, who will approve purchase and rental, supervise erecting and dismantling, and perform the required inspections, maintaining an inspection tag on each scaffold.
- Scaffolds may only be assembled and disassembled by designated erectors and dismantlers and used by workers trained and authorized per the requirements in this chapter. Workers must inspect the scaffold before using.

4 When

The requirements of this chapter take effect 25 October 2013.

5 Where do I find more information

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 15, “Ladder and Scaffold Safety”

Or contact the program manager.
Chapter 15

Ladder and Scaffold Safety

1 Purpose

The purpose of this program is to ensure the safe use of ladders and scaffolds. The program covers selecting, procuring, erecting, dismantling, inspecting, and using ladders and scaffolds. It applies to workers, supervisors, fixed ladder and scaffold custodians, scaffold qualified persons, the program manager, and Facilities and Purchasing.

2 Roles and Responsibilities

Functional roles and general responsibilities for each are listed below. More detailed responsibilities and when they apply are provided in the requirements documents.

The roles may be performed by one or more individuals and one individual may play more than one role, depending on the structure of the organizations involved, and responsibilities may be delegated.

2.1 Worker

- Completes required training before first use
- Follows safe use practices

As a ladder user

- Verifies an inspection tag is attached to a fixed ladder. Green tagged ladders may be used without additional requirements; yellow tagged ladders will have additional information/requirements on or attached to the tag; red tagged ladders are not to be used.
- Performs pre-use inspection every time he or she uses a ladder and reports unsafe conditions to ladder custodian or supervisor
- Reports fixed ladders that fail the pre-use inspection to the ladder custodian

As a scaffold user

- Verifies an inspection tag is attached to the scaffold with a scaffold qualified person’s name, signature, and date before using a scaffold
- Performs pre-use inspection before accessing the scaffold and reports unsafe conditions to the qualified person listed on the inspection tag, custodian, or supervisor (confirming no change in conditions since last inspection)
2.2 Supervisor

- Ensures that workers perform pre-use inspections and follow proper safe use practices
- Contacts scaffold qualified person to evaluate the need for scaffolding
- Ensures only ladders that meet applicable regulations and standards are authorized for purchase
- Ensures scaffolds are reviewed by a scaffold qualified person before they are authorized for purchase

2.3 Fixed Ladder Custodian

- Is a building, facility, or area manager or person designated by line management
- Notifies the ladder and scaffold safety program manager when a ladder fails the required pre-use inspection
- Ensures fixed ladders are properly tagged (red, green, or yellow) and any ladder with special requirements (tagged yellow) has the requirements documented either on or attached to the tag

2.4 Scaffold Custodian

- Ensures scaffolding is properly stored
- Ensures scaffold is properly maintained (in accordance with manufacturer’s recommendations and scaffold qualified person instructions)

2.5 Scaffold Qualified Person

- Reviews scaffolding purchase requisitions and rental contracts before they are approved to ensure compliance with SLAC requirements
- Reviews work plans for work performed at heights to help evaluate if scaffolding is needed
- Supervises scaffolding erection and dismantling
- Ensures correct, color-coded inspection tag is in place near the access point and is kept current

2.6 Scaffold Erector / Dismantler

- Is trained and designated
- Erects and dismantles scaffolds according to scaffold qualified person instructions

2.7 Facilities

- Maintains and repairs fixed ladders
- Responds to service requests for scaffolds

2.8 Purchasing

- Ensures purchases or rentals of scaffolds are reviewed by a scaffold qualified person
2.9 Program Manager

- Must be a scaffold qualified and fall protection competent person
- Develops program requirements and develops training
- Maintains list of scaffold qualified persons and scaffold erectors/dismantlers
- Maintains list of every fixed ladder and its status

3 Procedures, Processes, and Requirements

These documents list the core requirements for this program and describe how to implement them:

- Ladder and Scaffold Safety: Fixed Ladder Procedures (SLAC-I-730-0A21C-001). Describes procurement, commissioning, inspection, and use of fixed ladders
- Ladder and Scaffold Safety: Portable Ladder Requirements (SLAC-I-730-0A21S-001). Describes procurement, selection, inspection, and use of all portable ladder types (extension, step, straight, and mobile)
- Ladder and Scaffold Safety: Scaffold Erecting and Dismantling Procedure (SLAC-I-730-0A21C-027). Describes process for selecting, erecting, dismantling, and inspecting scaffolds
- Ladder and Scaffold Safety: Scaffold Purchasing Procedure (SLAC-I-730-0A21C-028). Describes process for renting and buying scaffolds
- Ladder and Scaffold Safety: Scaffold Use Procedure (SLAC-I-730-0A21C-029). Describes safe use of scaffolds

These documents provide useful guidance; their use is not mandatory:

- Ladder and Scaffold Safety: Using Portable Ladders Safely (SLAC-I-730-0A21T-013). Provides guidance on how to choose a ladder appropriate for the task and use the ladder safely
- Ladder and Scaffold Safety: Portable Ladder Pre-use Inspection Checklist (SLAC-I-730-0A21J-001). Checklist of common inspection items, can be used to report problems

4 Training

4.1 Ladder User

Any person who will use a ladder to reach an elevation greater than 48 inches is required to take the following course before performing such work:

- ESH Course 293, Ladder Safety Training (ESH Course 293)

Any person who will use a fixed ladder requiring fall protection must complete additional training requirements specified in Chapter 45, “Fall Protection”. (Fall protection requirements are posted on ladders.)
4.2 Scaffold User

Any person who will access or perform work on scaffolds must complete

- ESH Course 164, Safe Use of Scaffolding Training (ESH Course 164) (retrain every 36 months)
- ESH Course 293, Ladder Safety Training (ESH Course 293)

4.3 Scaffold Erector / Dismantler

Any person who will erect or dismantle scaffolding must complete

- ESH Course 166, Scaffold Erector/Dismantler Training (ESH Course 166) (retrain every 36 months)
- ESH Course 293, Ladder Safety Training (ESH Course 293)

4.4 Scaffold Qualified Person

The scaffold qualified person must complete

- ESH Course 165, Scaffold Qualified Person Training (ESH Course 165) (retrain every 36 months)
- ESH Course 166, Scaffold Erector/Dismantler Training (ESH Course 166) (retrain every 36 months)
- ESH Course 293, Ladder Safety Training (ESH Course 293)

5 Definitions

Cage/well. A *cage* is a guard that may be referred to as a cage or basket guard, which is an enclosure that is fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder. A *well* is a permanent complete enclosure around a fixed ladder, which is attached to the walls of the well. Proper clearances for a well will give the person who must climb the ladder the same protection as a cage.

Custodian, fixed ladder. A person at SLAC, either a building, facility, or area manager or a person designated by such, responsible for meeting fixed ladder requirements

Custodian, scaffold. A person at SLAC who has been designated by line management and is responsible for the scaffolding in his or her care

Ladder, fixed. A ladder permanently attached to a structure, building, or equipment

Ladder, portable

- *Ladder, extension*. A non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling in guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.
- *Ladder, mobile*. A movable, fixed height, self-supporting ladder consisting of wide flat treads in the form of steps which give access to a top step
Ladder, step. A self-supporting portable ladder, non-adjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails.

Ladder, straight (fixed-length). A non-self-supporting portable ladder that is not adjustable in length

Person, qualified. A person designated by the employer who by reason of training, experience or instruction has demonstrated the ability to safely perform all assigned duties and, when required, is properly licensed in accordance with federal, state, or local laws and regulation

Scaffold, system. A scaffold consisting of posts with fixed connection points that accept runners, bearers, and diagonals that can be interconnected at predetermined levels

Scaffold, tube and coupler. An assembly consisting of tubing which serves as posts, bearers, braces, ties, and runners, a base supporting the posts, and “uprights, and serves to join the various members, usually used in fixed locations

6 References

6.1 External Requirements

The following are the external requirements that apply to this program:

  - Section 1675, “General” (8 CCR 1675)
  - Section 1676, “Job-Made Ladders” (8 CCR 1676)

  - Section 3276, “Portable Ladders” (8 CCR 3276)
  - Section 3277, “Fixed Ladders” (8 CCR 3277)
  - Section 3278, “Use of Fixed Ladders” (8 CCR 3278)

  - Section 3627, “Mobile Ladder Stands” (8 CCR 3627)

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- Article 22, “Scaffolds – Various Types” (8 CCR Subchapter 4, Article 22)

The following industry-accepted standards:

- ANSI ASC A14.7-2011, “Mobile Ladder Stands and Mobile Ladder Stand Platforms” (ANSI ASC A14.7-2011)

6.2 Related Documents

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 45, “Fall Protection”
- Chapter 47, “Mobile Elevating Work Platforms (MEWP)”

Other SLAC Documents
- Competent and Qualified Persons and Engineers
Chapter 15: Ladder and Scaffold Safety

Fixed Ladder Procedures

The purpose of these procedures is to ensure fixed ladders comply with regulations and remain safe for use. They cover procuring, commissioning, inspecting, and using fixed ladders and apply to workers using fixed ladders, project managers (for the installation of new ladders), fixed ladder custodians, and the ladder and scaffold safety program manager.

2.1 Procurement and Commissioning

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Requester or project manager</td>
<td>Ensures that procurement includes a design review by the Building Inspection Office</td>
</tr>
<tr>
<td>2.</td>
<td>Requester or project manager</td>
<td>Notifies ladder and scaffold safety program manager when the fixed ladder is to be installed</td>
</tr>
<tr>
<td>3.</td>
<td>Ladder and scaffold safety program manager</td>
<td>Inspects ladder before first use</td>
</tr>
</tbody>
</table>

2.2 Use

Only persons who are current in ladder safety training can be assigned to perform work associated with using a fixed ladder (see Section 4, “Training”, of Chapter 15). If fall protection is required (as posted on the ladder), training must be current per Chapter 45, “Fall Protection”.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ladder user</td>
<td>Checks the ladder for an inspection tag</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If the tag is red, does not use the ladder. Contacts fixed ladder custodian to determine alternate means of access</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If the tag is yellow, reviews information on the tag, including hazards and requirements, goes to step 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If the tag is green, goes to step 2</td>
</tr>
</tbody>
</table>
### Fixed Ladder Procedures

#### 2.3 Pre-use Inspections

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ladder user</td>
<td>Inspects ladder before each use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-use inspection items:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Anchorage to the structure is secure and the ladder is stable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No defective steps, rungs, side rails, cage, or other structural damage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No corroded metal parts or exposed sharp edges</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No oil, grease, or dirt build up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No indication that the ladder should not be in service (a red tag or DO NOT USE sign)</td>
</tr>
<tr>
<td>2.</td>
<td>Ladder user</td>
<td>If ladder passes inspection, continues use procedure (see Section 2.2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If ladder fails inspection, goes to step 4</td>
</tr>
<tr>
<td>3.</td>
<td>Ladder user</td>
<td>If the ladder fails inspection for a safety-related reason, immediately tags the ladder out (attaches DO NOT USE sign) and removes ladder from service by applying a positive control to block access, such as stringing a chain or rope across the rungs. Immediately informs the supervisor, custodian, and ladder and scaffold safety program manager.</td>
</tr>
<tr>
<td>4.</td>
<td>Ladder and scaffold safety program manager</td>
<td>Responds to reports of unsafe ladders by working with the custodian and line management to repair or remove the ladder</td>
</tr>
</tbody>
</table>

### 3 Forms

The following are forms required by these requirements:

- None

### 4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- Fixed ladder custodians are responsible for ensuring fixed ladders are properly tagged (red, green, or yellow) and any ladder with special requirements (tagged yellow) has the requirements documented either on or attached to the tag
- The ladder and scaffold safety program manager maintains a list of every fixed ladder and its status
5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 15, “Ladder Safety”
- Chapter 45, “Fall Protection”
Chapter 15: Ladder and Scaffold Safety

Portable Ladder Requirements

Purpose

The purpose of these requirements is to ensure portable ladders comply with Cal/OSHA regulations and industry standards for safe use. They cover the procurement, inspection, and use of all portable ladder types (extension, step, straight, and mobile). They apply to workers using portable ladders, ladder custodians, and the ladder safety program manager.

Requirements

2.1 Procurement

Only ladders that comply with the applicable American National Standards Institute (ANSI) standard for the ladder type can be authorized for purchase.

Note The procurement of wooden ladders is discouraged due to more intensive maintenance and inspection requirements (see ANSI ASC A14.1).

2.2 Selection

The ladder appropriate to the work must be selected based on required height, type, and design.

- Always use portable ladders manufactured to ANSI ASC A14 series standards

Note Fiberglass or composite ladders with a duty rating of Type IAA, Special Duty Rugged Professional, are highly recommended.

- Select the correct length or height of ladder for the task:
  - Extension ladders must extend three feet above the roof or platform.
  - Extension ladders must be long enough so that the worker stands below the third from the last rung.
  - Step ladders must be high enough so that the worker stands below the second rung from the top.

For more information, see Ladder Safety: Using Portable Ladders Safely.
2.3 Inspections

2.3.1 Pre-use

Ladder users must visually inspect a ladder before each use. Inspection items are provided in Ladder Safety: Portable Ladder Pre-use Inspection Checklist. If the ladder fails inspection, the ladder must be tagged out immediately (attach DO NOT USE sign) and removed from service by locking it out. In addition, the ladder custodian or supervisor must be informed immediately, who must then ensure the ladder cannot be used until it is repaired or disposed of.

2.3.2 Ongoing

The ladder safety program manager provides ongoing safety oversight and if a sub-standard ladder is identified he/she will take it out of service and notify the affected supervisor or custodian. The ladder must then be repaired or destroyed.

2.4 Use

2.4.1 General Safety Rules

These rules apply to the use of all portable ladder types:

- Complete all required ladder safety training before using a ladder to reach a height of 48 inches or higher
- Only use a ladder for the purpose for which it is designed
- Do not let anyone else use a ladder while you are
- Check the rating of the ladder and verify that you will not exceed its capacity (include body weight and tools)
- Always face the ladder when ascending or descending
- Always place a ladder only on a stable surface (never on a box or any unstable area)
- When used in a doorway, barricade or guard the area around the ladder
- Do not move, shift, or extend a ladder while it is occupied – never “walk” a ladder
- Do not overextend sideways. Use the belt buckle rule: keep your belt buckle positioned between the side rails.
- Use both hands to climb the ladder – carry objects in a backpack or on tool belt
- Do not carry any object that may cause you to lose balance or fall
- If an object cannot be carried safely use a rope to raise or lower it
- Secure ladders during transport and store properly to avoid damage
- Do not use a metal ladder when the risk of contact with an energized conductor or circuit exists
- Do not paint wooden ladders. Limited marking or stenciling is permissible.
Do not modify a portable ladder

2.4.2 Safety Rules for Specific Ladder Types

These additional safety rules apply to the specified ladder type.

2.4.2.1 Step Ladders
- Do not use the ladder top (cap) or the rung below it for standing or stepping
- Do not stand on rear bracing or spreaders
- Never use a step ladder that is not fully opened and be sure the spreaders are locked

2.4.2.2 Ladder Stands
- Ensure safety feet or non-skid material are functional and in good condition
- Ensure spring mechanisms and locking brakes are functional and in good condition
- Do not over-reach or stand on tip-toes to reach beyond the ladder; find a higher ladder
- Do not stand on hand rails (if present)

2.4.2.3 Single and Extension Ladders
- Remove from service single and extension ladders without safety feet
- Do not use the top section of an extension ladder as a straight ladder
- Do not tie or fasten ladders together unless specifically designed for such use
- Do not make adjustments when a user is on the ladder and stand at the base when making length adjustments
- Position ladder for a 1:4 lean ratio; that is, one foot out for every four feet of elevation
- Tie off ladders whenever possible at or near the top for added stability. Tie off at the bottom if there is difficulty in maintaining stability. When tying off or untying the top, or if the ladder cannot be tied off, someone on the ground should hold the ladder to ensure it remains stable.
- Extension ladder overlap requirements for the two sections:
  - Up to 36 feet in length, the overlap must be at least three feet
  - 36 to 48 feet in length, the overlap must be at least four feet
  - 48 to 60 feet in length, the overlap must be at least five feet
- Place ladders with both side rails supported unless equipped with a single support attachment
- Extend the ladder a minimum of three feet above the landing area when accessing roofs, landings, or open floor levels

2.4.2.4 Mobile Ladder Stands
- Only use on a level surface
- Always face the steps when ascending or descending
- Do not move the ladder when a person is using it
3 Forms

The following are forms required by these requirements:
- Ladder Safety: Portable Ladder Pre-use Inspection Checklist (SLAC-I-730-0A21J-001). Checklist of common inspection items, can be used to report problems, does not need to be kept

4 Recordkeeping

The following recordkeeping requirements apply for these requirements:
- None

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 15, “Ladder Safety”

Other Documents
A visual pre-use inspection is required for all types of portable ladders every time the ladder is used. Listed below are common inspection items for reference. If a ladder fails any inspection item, remove the ladder from service immediately, tag it out with a DO NOT USE sign, and report it:

- If the ladder is owned by a subcontractor, report the problem to the SLAC field construction manager/service manager.
- If the ladder is owned by SLAC, report the problem to the ladder custodian (if known) or the area or building manager.

This form may be used to report failed inspection items.

<table>
<thead>
<tr>
<th>User's name:</th>
<th>Phone:</th>
<th>Inspection date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ladder location:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection Item</th>
<th>Step Ladder</th>
<th>Extension Ladder</th>
<th>Fixed Length Ladder</th>
<th>Ladder Stand (Mobile and Platform)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer’s labels present and legible (must include manufacturer, month/year of manufacture, maximum rated load)</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>No indication that the ladder should not be in service, such as the presence of a DO NOT USE sign</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>Ladder is the proper length for the job</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>No evidence of unusual damage, wear, deterioration, corrosion, sharp edges, burrs</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>All bolts, nuts, or connections tight; no loose steps, rungs, hardware</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>Steps are free of obstacles, grease, oil, or dirt</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>Safety or non-skid feet (if provided) are functional</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>Rungs or steps are slip resistant (knurled, corrugated)</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>No cracks in welds or other metal parts</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
</tbody>
</table>
**Ladder Type**

<table>
<thead>
<tr>
<th>Inspection Item</th>
<th>Step Ladder</th>
<th>Extension Ladder</th>
<th>Fixed Length Ladder</th>
<th>Ladder Stand (Mobile and Platform)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No missing or damaged truss block supports, reinforcing rods, or knee braces</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>-</td>
</tr>
<tr>
<td>No delaminations, blisters, visible cracks, no splits in rungs, rails, or other structural parts</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>-</td>
</tr>
<tr>
<td>Spreader or locking device fully functional</td>
<td>☐ Pass ☐ Fail</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>No damaged or defective pulley, rung locks, or rope</td>
<td>-</td>
<td>☐ Pass ☐ Fail</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Locking mechanism and casters (wheels) (if present): intact and operable</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>Guard handrails secure (required if more than 4 steps)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>☐ Pass ☐ Fail</td>
</tr>
<tr>
<td>Ladder is completely stable (no wobbling, resting on an even surface, surface not slippery)</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
<td>☐ Pass ☐ Fail</td>
</tr>
</tbody>
</table>

**Work Area**

| Area cordoned off (barricaded if necessary)                                     | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail |
| No electrical hazards (immediate and surrounding areas)                        | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail |
| No additional hazards                                                          | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail | ☐ Pass ☐ Fail |

**Notes**
5. Work Safely

- Always do this
  - Follow manufacturer’s recommendations for blocking and securing the ladder.
  - Face the ladder when climbing up and down.
  - Perform your work in line with the ladder, keeping your belt buckle between the rails.
  - Follow the “three-point” rule; keep both feet and one hand or both hands and one foot in contact with the ladder.
  - Keep the top and base areas of a ladder clear of obstructions.
  - Tie off extension ladders.

- Do Not
  - Do not stand on the ladder top (cap) or on the next rung right below it.
  - Do not “walk” the ladder over; instead, get off the ladder and move it to the current work area.
  - Do not work at height if you are not feeling well or you are taking medication that may impair your balance – let your supervisor know!

Training

Workers who will be using a ladder to reach an elevation greater than 48 inches are required to take the following course before first use:

ESH Course 293, Ladder Safety Training ([ESH Course 293](#))

References

1. Evaluate the Task or Work

- What needs to be accomplished?
- Where will the work be performed?
- Has training for this task been completed?

2. Select the Correct Ladder for the Job

- Always use ladders manufactured to ANSI ASC A14-series standards.
- Use only ladders rated as heavy duty or higher (for the correct rating, include weight of both the worker and tools).
- For electrical work, select only a dry ladder – preferably made of fiberglass and never one made of metal.
- Select the length or height of ladder for the task at hand:
  - Extension ladders should extend 3 feet above the roof or platform.
  - Step ladders should be high enough so that you stand below the second rung from the top.

3. Inspect Ladders before Using

- If a ladder shows any of these signs of an unsafe condition, remove it from service:
  - Is the ladder damaged, broken, bent, or delaminated?
  - Does it lack structural integrity; have broken treads or rails?
  - Are parts loose or missing?
  - Is the manufacturer’s rating label missing or not readable?
  - Are accessories (leg levelers, paint shelves, stand-off shelves) in bad condition?
  - Step ladders: do the hinges open fully and do the spreaders lock?
  - Extension ladders: do the rung locks function?

4. Position Ladders Correctly

- Rest the base of ladders on firm, level, dry, non-slippery surfaces, away from hallways, passageways, doorways, driveways, or heavy traffic areas.
- Use leg levelers when necessary to provide firm support.
Chapter 15: Ladder and Scaffold Safety

Scaffold Purchasing Procedure

1 Purpose

The purpose of this procedure is to ensure scaffolding meets SLAC requirements. It covers renting and purchasing scaffolding and associated components. It applies to workers, supervisors, scaffold qualified persons, and the Purchasing Department.

2 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Requester</td>
<td>Initiates purchase or rental contract using one of the following methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Submits purchase requisition through the Business Information System (BIS). The Scaffolding pull down box, on the Hazardous Materials/Hazardous Activities page of the requisition, must be checked “yes”.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Contacts a purchasing card holder and submits a request for the card holder to purchase the scaffolding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Submits request through to purchase a scaffold</td>
</tr>
<tr>
<td>2</td>
<td>Scaffold qualified</td>
<td>Reviews the purchase request(s) for compliance with SLAC requirements:</td>
</tr>
<tr>
<td></td>
<td>person</td>
<td>- If specifications meet requirements, approves</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If specifications do not meet requirements, assists requester to identify compliant scaffolding or components</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: design specifications may be requested before the purchase or rental of the scaffolding to assist the scaffold qualified person’s evaluation.</td>
</tr>
<tr>
<td>3</td>
<td>Purchaser</td>
<td>Places purchase request</td>
</tr>
<tr>
<td>4</td>
<td>Requester</td>
<td>Contacts a scaffold qualified person upon receipt of equipment for a pre-use inspection (see Ladder and Scaffold Safety: Scaffold Erecting and Dismantling Procedure)</td>
</tr>
</tbody>
</table>

3 Forms

The following forms are required by this procedure:

- None
4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- None

5 References

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)

- Chapter 15, “Ladder and Scaffold Safety”
  - Ladder and Scaffold Safety: Scaffold Erecting and Dismantling Procedure (SLAC-I-730-0A21C-027)

Other SLAC Documents

- Competent and Qualified Persons and Engineers
- BIS: Business Information System
1 Purpose

The purpose of this procedure is to ensure scaffolding is adequate for the work to be performed and properly erected and dismantled. It covers selecting, erecting, and dismantling all types of scaffolds. It applies to workers, supervisors, scaffold qualified persons, scaffold custodians, and Facilities.

2 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scaffold Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Requester</td>
<td></td>
<td>Contacts a scaffold qualified person for assistance (<a href="#">Competent and Qualified Persons and Engineers</a>)</td>
</tr>
</tbody>
</table>
| 2. Scaffold qualified person | | - Assists the requester in determining the best method of accessing the work area based on the work to be performed and the location of the work  
  - Determines the need to screen the platform area based on the work being performed, vehicle or personnel traffic, and other conditions  
  - Requests the assistance of a fall protection competent or qualified person if needed due to the work location, restrictions in the area or building the work is located in, and choice of fall protection |
| 3. Requester | | If a scaffold is to be used:  
  - If requester has an approved standard system scaffold goes to step 6  
  - Otherwise, submits a Facilities Service Desk request by using the Facilities Service Request System or calling ext. 8901. Informs the Service Desk of the name of the scaffold qualified person who is assisting with scaffold. (All requests must contain the word “scaffold” within the request; presence of the word “scaffold” triggers e-mails.) |
| | | Note: if a non-standard scaffold is required, enlists, with assistance of the scaffold qualified person, a qualified engineer to design or review the design of that scaffold, before submitting request to Facilities  
  Note: if the scaffold needed is not available at SLAC, follows [Ladder and Scaffold Safety: Scaffold Purchasing Procedure](#) to rent or buy |
<p>| 4. Facilities Service Desk | | Generates service request documentation |
| 5. Scaffold erector/dismantler supervisor | | Is notified by requester (for standard system scaffolds) or Facilities Service Desk of request |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Scaffold custodian</td>
<td>Is contacted by the Facilities Service Desk, the scaffold erector/dismantler supervisor, or the scaffold qualified person of the need to use the scaffold in his or her care</td>
</tr>
</tbody>
</table>

### Scaffold Erection

| 7.   | Scaffold erector/dismantler supervisor | Contacts the scaffold qualified person assisting the requester and the requester to  
▪ Evaluate the work required  
▪ Inspect the location  
▪ Confirm the best scaffold choice  
▪ Determine the scaffold’s duration  
▪ Schedule day, time, and location for the scaffold erection |
| 8.   | Scaffold erector/dismantler supervisor |  
▪ Develops work plan  
▪ Includes a scaffold qualified person, and, as appropriate, subject matter experts (SMEs) in work planning and control (WPC) (see Chapter 2, "Work Planning and Control")  
▪ Reviews and includes procedures required by manufacturer as determined by the type of scaffolding  
▪ Includes in the work plan the hold and inspection points the scaffold qualified person requires  
▪ Has a toe board installed for platforms over 6 feet in height or as determined by the scaffold qualified person  
▪ Ensures wood used in wood scaffolding, used indoors, is approved by the fire marshal before its use  
▪ Ensures scaffold is guyed, tied-off, or braced if its height to base ratio exceeds three to one |
| 9.   | Scaffold erector/dismantler supervisor | Contacts the building / area manager to arrange for WPC release |
| 10.  | Scaffold erector/dismantler supervisor | Conducts pre-job/tailgate meeting with erectors/dismantlers to cover the work, hazards, and mitigations (scaffold qualified person may attend) |
| 11.  | Scaffold erector/dismantler supervisor | Supervises, with assistance of and scaffold qualified person, scaffold assembly to ensure standards and regulatory requirements are met |
| 12.  | Scaffold erector/dismantler supervisor |  
▪ Erects scaffold per the instructions from the scaffold erector/dismantler supervisor, the scaffold qualified person, and training  
▪ Advises scaffold erector/dismantler supervisor when finished |
| 13.  | Scaffold erector/dismantler supervisor | As soon as the scaffold is self-supporting, contacts the scaffold qualified person to inspect the scaffold before its release for use |
| 14.  | Scaffold qualified person | Inspects scaffold and attaches at the access point(s) the appropriate tag:  
▪ Red: DO NOT USE, SCAFFOLD IS BEING ERECTED OR DISMANTLED |
### Scaffold Dismantling

16. **Requester**
   - Repeats steps 3 and 5, indicating the scaffold is to be dismantled

17. **Worker**
   - Informs requester that the work requiring a scaffold has ended

18. **Worker**
   - Informs requester that the work requiring a scaffold has ended

19. **Scaffold erector/dismantler**
   - Repeats steps 7 through 11
   - Ensures the work site is left in a clean and safe condition
   - Requests inspection from scaffold qualified person

20. **Scaffold erector/dismantler**
   - Dismantles scaffold per the instructions from the scaffold erector/dismantler supervisor, the scaffold qualified person, and training
   - Advises scaffold erector/dismantler supervisor when finished

21. **Scaffold erector/dismantler**
   - Ensures the work site is left in a clean and safe condition
   - Requests inspection from scaffold qualified person

22. **Scaffold qualified person**
   - Inspects scaffold, requests changes or modifications if necessary to comply with regulations, standards, and requirements
   - If scaffold requires maintenance or repair, informs the scaffold custodian and places a DO NOT USE tag on the scaffold. Disposition of the scaffold is performed in consultation with the scaffold custodian.

23. **Scaffold custodian**
   - Ensures scaffold maintenance is performed if needed
   - Stores the scaffold according the manufacturer’s recommendations and/or as instructed by the scaffold qualified person

### 3 Forms

The following forms are required by this procedure:

- A scaffold tag, indicating status and capacity of the scaffold, and name and signature of the scaffold qualified person and date of inspection
4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- A scaffold tag must be attached to the scaffold as soon as possible by the scaffold qualified person responsible for the scaffold. The scaffold tag is required for the duration of the scaffold’s erection, use, and dismantling.

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 15, “Ladder and Scaffold Safety”
  - Ladder and Scaffold Safety: Scaffold Use Procedure (SLAC-I-730-0A21C-029)
  - Ladder and Scaffold Safety: Scaffold Purchasing Procedure (SLAC-I-730-0A21C-028)
- Chapter 2, “Work Planning and Control”
- Chapter 45, “Fall Protection”

Other SLAC Documents

- Competent and Qualified Persons and Engineers
- Facilities Service Request System
Chapter 15: Ladder and Scaffold Safety

Scaffold Use Procedure


## 1 Purpose

The purpose of this procedure is to ensure the safe use of scaffolds. It covers inspecting and using scaffolds, both for working on and accessing other locations. It applies to workers, supervisors, and scaffold qualified persons.

## 2 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scaffold Inspection</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Supervisor</td>
<td>Ensures user is trained, authorized, and released for using a scaffold following the requirements of work planning and control (WPC) (see Chapter 2, “Work Planning and Control”)</td>
</tr>
</tbody>
</table>
| 2.   | Worker           | - Inspects the scaffold before using, following training<br>- Verifies a green tag is attached to the scaffold with a scaffold qualified person's name, signature, and date and the capacity of the scaffold:  
  - Light duty: 25 pounds per square foot<br  
  - Medium duty: 50 pounds per square foot<br  
  - Heavy duty: 75 pounds per square foot<br  
  - Special duty: greater than 75 pounds per square foot as determined by a qualified engineer |
| 3.   | Worker           | If any changes or alterations to the scaffold are found<br  
  - Informs the scaffold qualified person ([Competent and Qualified Persons and Engineers](http://www-group.slac.stanford.edu/esh/eshmanual/references/scaffoldProcedUse.pdf))<br  
  - Prevents others from using the scaffold by the use of a tag, danger or caution tape, or some other means until it is re-inspected by the scaffold qualified person |
| 4.   | Worker           | Consults with the scaffold qualified person, if needed, on pre-use inspection, maintaining the scaffold, and any unique requirements for the scaffold's use |
| 5.   | Scaffold qualified person | - Assists worker as needed<br  
  - Re-inspects the scaffold as needed |
|      | **Scaffold Use** |                                                                        |
| 6.   | Worker           | Uses the scaffold according to training and any additional guidance or |
Chapter 15 | Scaffold Use Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Worker</td>
<td>May ride on a rolling scaffold or tower provided all these conditions are met.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ The floor or surface is within 3 degrees of level, and free from pits, holes, or obstructions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ The minimum dimension of the scaffold base is half the height or more. Outriggers may be used to increase the base dimension to meet the minimum requirement and if used must be on both sides of the scaffold.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ The wheels must support the scaffold and four times the rated load. All wheels must be locking and two must swivel.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ The manual force used to move the scaffold must be applied as close to the base as practicable, but not more than 5 feet (1.5 meters) above the supporting surface of the scaffold.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Before a scaffold is moved, each user on the scaffold must be made aware of the move.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ No employee may be on any part of the scaffold that extends outward beyond the wheels, casters, or other supports.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ A rolling scaffold may be moved by the person riding provided the platform is 4 feet or less high, the platform is 20 inches or greater in width, and the scaffold meets all of the conditions outlined above.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These requirements can be found in the Title 8, California Code of Regulations, “Industrial Relations”, Section 1646, “Tower Scaffolds and Rolling Scaffolds, Wood or Metal” (8 CCR 1646).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: scaffolds mounted on vehicles are not allowed at SLAC.</td>
</tr>
</tbody>
</table>

3 Forms

The following forms are required by this procedure:

▪ None

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

▪ None

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

▪ Chapter 15, “Ladder and Scaffold Safety”
  ▪ Ladder and Scaffold Safety: Scaffold Erecting and Dismantling Procedure (SLAC-I-730-0A21C-027)
Chapter 15 | Scaffold Use Procedure

- Chapter 2, “Work Planning and Control”
- Chapter 45, “Fall Protection”

Other SLAC Documents
- Competent and Qualified Persons and Engineers

Other Documents