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Subcontractors	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 01/02/17
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Manual: Subcontractor Requirements

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1. PURPOSE

This document provides requirements for the selection and use of ladders, in order to ensure worker safety. This document defines requirements from codes and standards along with *contractor* (see def.) requirements. Any applicable regulatory or contractor requirements must be followed, with the most stringent requirement being met.

2. APPLICABILITY

This document applies to all subcontractors working with ladders at the Idaho National Laboratory (INL) for the Idaho Cleanup Project (ICP) as specified in their contract with the contractor. Stricter requirements may be imposed by subcontractors upon their employees or subtier contractors. The requirements of this document must be followed by subcontractors; however, the means of implementation may vary as determined by the subcontractor.

3. REQUIREMENTS

3.1 Purchase, Design, and Installation

- 3.1.1 All ladders and step stools used shall meet the design, manufacture, and installation requirements of 29 CFR 1910.25–27 and 29 CFR 1926 Subpart X, “Stairways and Ladders.”
- 3.1.2 Only Type I, 1A, or 1AA industrial ladders, stepladders of 3 to 20 feet, or extension ladders of 10 to 48 feet shall be used.
- 3.1.3 Job-built ladders must be built to ANSI-ASC A14.4-2009, “Safety Requirements for Job Made Wooden Ladders,” or current.

3.2 Training

NOTE: *Training 0ICP1140, “ICP Ladder Safety,” is available through ICP Training.*

- 3.2.1 All employees using ladders shall be trained in accordance with 29 CFR 1926 Subpart X. Ladder training records will be available for review by the Contractor.

3.3 Inspecting Ladders

- 3.3.1 Ladders shall be inspected per 29 CFR 1926.1053, “Ladders.”

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- 3.3.2 Ladders shall be inspected by the user before each use and after any incident that could cause damage to the ladder.
- 3.3.3 Manufacturer's warnings, use, limitations, and labels shall be complete and legible on all ladders.
- 3.3.4 Ladders with defects will be removed from service and tagged as "Warning -Do not use" (or equivalent).

3.4 Setting up the Ladder

- 3.4.1 Ladders shall be set up in accordance with 29 CFR 1926 Subpart X.

3.5 Safe Use of Portable Ladders

- 3.5.1 Step stools shall not be used for access to a higher level work platform, unless the following criteria are met:
 - 3.5.1.1 The stool is secured in place to prevent tip-over during transition.
 - 3.5.1.2 A handhold, a minimum of 36 inches above the higher level work platform, is provided for transition.
 - 3.5.1.3 The stool is placed adjacent to the higher level work platform so that there is no step-over gap.
 - 3.5.1.4 The step height does not exceed the step stool's tread spacing.
- 3.5.2 Stepladders shall not be used for access to a higher level work platform, unless the following criteria are met:
 - 3.5.2.1 A fall hazard prevention analysis is completed per PRD-2002, "Fall Protection."
 - 3.5.2.2 The ladder is secured in place to prevent tip-over during transition.
 - 3.5.2.3 The ladder extends a minimum of 36 inches above the higher level work platform to provide a handhold for transition.

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3.5.2.4 The ladder is placed adjacent to the higher level work platform so that there is no step-over gap.

NOTE: *The step-over gap is acceptable if the ladder's side rail is in contact with the higher level work platform.*

3.5.3 In the absence of a stairway, ladders shall be provided at all personnel points of access where there is a break in elevation of 19 inches (48 cm) or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.

3.5.4 Persons using ladders shall do so in accordance with 29 CFR 1926 Subpart X.

3.5.5 If work above six feet will occur, a fall protection competent person, per PRD-2002 "Fall Protection," shall evaluate the work activity for the use or need of a personal fall arrest system.

3.5.6 A competent person shall evaluate work on ladders within 10 feet of exposed electrical equipment.

3.5.7 Ladders will be made of a non-conductive material when working within 10 feet of exposed electrical equipment.

3.6 Maintenance and Care

3.6.1 Ladders shall be maintained in accordance with 29 CFR 1926 Subpart X.

3.6.2 Repairs shall be inspected by a competent person to ensure that repairs have been made in accordance with manufacturers' instructions, using only manufacturers' replacement parts.

4. DEFINITIONS

See LST-27, "Glossary"

5. REFERENCES

5.1 Source Documents

29 CFR 1910.25, "Portable Wood Ladders"

29 CFR 1910.26, "Portable Metal Ladders"

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29 CFR 1910.27, “Fixed Ladders”

29 CFR 1926.1050 Subpart X, “Stairways and Ladders”

ANSI-ASC A14.4, “Safety Requirements for Job Made Wooden Ladders”

5.2 Related Requirements

The following documents may also contain requirements that apply to this activity:

PRD-2002, “Fall Protection”

PRD-2011, “Electrical Safety”

PRD-2022, “Safety Signs, Color Codes, and Barriers”

6. APPENDIXES

None