Program Subject: Fall Protection Program

1. PURPOSE
   1.1 To establish a Fall Protection policy in compliance with OSHA 29 CFR 1910.23(c)-23(e), 1926.451-453, and 1926.501-503.
   1.2 To establish the Ladder Safety Program to complement the University’s Fall Protection Program by setting proper procedures that all employees must follow when working with ladders and stairs to prevent accidents from occurring in the worksite in accordance with OSHA Standard 29 CFR 1926.1053.

2. SCOPE
   2.1 Types of work situations where fall protection is required.
   2.2 Specific protection systems and safe practices intended to protect employees from falls that could result in injury or death.
   2.3 Provisions of this policy do not apply:
      2.3.1 To use of portable ladders.
      2.3.2 When employees are inspecting, investigating, or assessment of workplace conditions prior to the actual start of work.

3. RESPONSIBILITIES
   3.1 Department of “Risk Management and Safety” (RM&S)
      3.1.1 Be responsible for ensuring the development and implementation of this policy.
      3.1.2 Provide necessary resources as available to carry out the program.
      3.1.3 Provide necessary fall protection training to department employees.
      3.1.4 Assist shops in implementing an effective fall protection program.
      3.1.5 Evaluate new and existing fall protection equipment to assure that applicable criteria for such equipment is met.
      3.1.6 Evaluate fall hazards reported and recommend corrective actions.
      3.1.7 Update the Fall Protection Program, as needed for compliance with applicable regulations.
   3.2 Supervisors
      3.2.1 Ensure that employees are informed this program to use appropriate fall protection systems and equipment.
      3.2.2 Ensure that employees are provided with appropriate fall protection systems and equipment.
      3.2.3 Coordinate the correction of fall hazards brought to their attention.
      3.2.4 Request assistance from the (RM&S) as necessary.
   3.3 Employees
      3.3.1 Comply with the requirements of the Fall Protection Program as outlined herein.
      3.3.2 Complete scheduled Fall Protection training.
      3.3.3 To report fall hazards observed to the supervisor immediately.

4. PROGRAM COMPONENTS
4.1 General – Fall protection is required for employees who are:
   4.1.1 Walking or working on surfaces located 6 feet or more above a lower level, or
   4.1.2 On scaffolds that are more than 10 feet above a lower level, or
   4.1.3 On fixed ladders that are more than 24 feet above a lower level, or
   4.1.4 At risk of falling into dangerous equipment from any height.

4.2 Description of types of locations and associated fall protection systems required:
   4.2.1 General
       4.2.1.1 Walking/working surfaces on which employees are to work must have the
               strength and structural integrity to support employees safely.
       4.2.1.2 Protection of open-sided floors, platforms, and runways:
               a. Every open sided floor or platform 4 feet or more above adjacent floor or
                  ground level shall be guarded by a standard railing on all open sides
                  except where there is entrance to a ramp, stairway, or fixed ladder.
   4.2.2 Unprotected edges of open-sided floors, platforms, and runways
       4.2.2.1 A walking/working surface with an unprotected side or edge which is 6 feet
               or more above a lower level shall be protected from falling by use of:
               a. Guardrail systems, or personal fall arrest systems.
       ✓ Covers should also be used to protect employees from tripping or
          stepping into holes, or from objects falling through holes overhead.
   4.2.3 Holes
       4.2.3.1 A gap or void, greater than 2 inches in its least dimension: in a floor, roof or
               other walking surface that is 6 feet or more above a lower level.
       4.2.3.2 Employees shall be protected from falling into holes by use of:
               a. Personal fall arrest systems, covers, or guardrails erected around holes.
   4.2.4 Each employee on ramps, runways, and other walkways shall be protected from
       falling 6 feet or more to lower levels by “Guardrail Systems”.
   4.2.5 Excavations that are 6 feet or more in depth – Employees shall be protected from
       falling by Guardrail systems, fences, barricades, or covers.
   4.2.6 Dangerous equipment – Employees shall be protected from falling into or onto
       dangerous equipment by use of:
       4.2.6.1 Guardrail systems for potential falls of less than 6 feet.
       4.2.6.2 Personal fall arrest systems for potential falls of 6 feet or more.
   4.2.7 Wall openings where outside bottom edge of the opening is 6 feet or more above
       lower levels and the inside bottom edge of the opening is less than 39 inches above
       the walking/working surface – Employees should be protected from falling by use of:
       4.2.7.1 A guardrail system or personal fall arrest system.
   4.2.9 Other walking/working surfaces 6 feet or more above lower levels – except as
       otherwise provided, employees shall be protected from falling by use of:
       4.2.9.1 A guardrail system or personal fall arrest system.
   4.2.10 Falling Objects from higher levels – Employees must wear a hard hat and use one of
       the following measures to prevent objects from falling:
4.2.10.1 Erect toe boards, screens or guardrails.
4.2.10.2 Erect a canopy and keep any loose objects far enough away from edge of the higher level to avoid accidental displacement over the edge.
4.2.10.3 Barricade the area, prohibit employees from entering the area and keep loose objects far enough away from the edge of the higher level to avoid accidental displacement over the edge.

4.3 Fall Protection Systems Used by UW-Eau Claire (See Appendix A)

4.3.1 Guardrails - Designed to protect employees from stepping off higher walking and working surfaces and to alert employees to the presence of a fall hazard.
4.3.1.1 Guardrails consist of top rails and mid rails or intermediate structural members.
   a. Top edge of top rails or equivalent members shall be installed between 38 inches and 45 inches above the platform surface and support a minimum of 100 pounds *(When conditions warrant, the height of the top edge may exceed the 45 inches, provided the guardrail system meets all other criteria).*
   b. Mid rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking and working surfaces.
      ✓ Mid rails, when used, shall be installed at a height midway between the top edge of the guardrail system and the platform surface and be able to withstand a force of at least 75 pounds applied in any downward or horizontal direction at any point.
      ✓ Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.
      ✓ Intermediate members (such as balusters), when used between posts, shall not be more than nineteen (19) inches apart.

4.3.2 Covers – Used to protect employees from falling through or into holes, excavations and other openings in floors, roofs and other walking/working surfaces.
4.3.2.1 All covers shall can support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
4.3.2.2 All covers shall be secured when installed to prevent accident displacement by the wind, equipment, or employees.
4.3.2.3 All covers shall be color coded or they shall be marked with the word “HOLE” or “COVER” to provide warning of the hazard.

4.3.3 Personal Fall Arrest System - a suitable combination of: **anchorage, connectors, deceleration device and a lanyard, life line or body harness.**
4.3.3.1 See 29 CFR 1926.502(d) for system component requirements.
4.3.3.2 Personal fall arrest systems are to be inspected prior to each use.

4.3.3.3 The maximum free fall distance with systems is six (6) feet, or such that an employee will not contact any lower level.

4.3.3.4 Personal fall arrest systems shall be secured to anchorages that are independent of the work surface wherever possible and should not be attached to guardrails.

4.3.3.5 Personal fall arrest systems are to have sufficient strength to withstand twice the potential impact energy of the falling employee.
   a. As of January 1, 1998, body belts are no longer permitted for use with personal fall arrest systems because they do not distribute the fall arrest force properly.

4.3.4.6 Personal fall arrest systems shall be inspected quarterly and prior to each use for mildew, wear, damage and other deterioration, and defective components shall be removed from service if their function or strength has been adversely affected. (See Appendix B)

4.4 Special Applications

4.4.1 Roof Works – Working on a roof requires extra caution because the surface is usually slick, sloped, and well above the ground.

4.4.1.1 General Precautions:
   a. Do not walk on a roof any more than is necessary.
   b. Individuals accessing roofs shall be informed of all hazards, procedures, or unusual conditions related to each building.
   c. Safe egress and access routes shall be established.
   d. Stay well away from power lines and be sure neither the body nor any equipment encounters them.

4.4.1.2 Roofing work on low-slope roofs with unprotected sides or edges 6 feet or more above lower levels, employees shall be protected from falling by use of:
   a. Guardrail systems, personal fall arrest systems, or a combination of:
      ✓ Warning line system and guardrail system
      ✓ Warning line system and personal fall arrest system
      ✓ Warning line system and safety monitoring system
      ✓ On roofs 50 feet or less in width, the use of a safety monitoring system without a warning line is permitted.

4.4.1.3 Roofing work on steep roofs with unprotected sides or edges 6 feet or more above lower levels – employees should be protected from falling by use of:
   a. Guardrail systems with toe-board or personal fall arrest systems.

4.4.1.4 Warning Line Systems – Used to provide fall protection on Low slope roofs and must be erected on all open sides of the work area and consist of stanchion posts with flagged wire, rope, or chain as follows:
Program Subject: Fall Protection Program

a. When mechanical equipment is not being used, the warning line must be erected at least six (6) feet from the roof edge.
b. If mechanical equipment is being used, the warning line must be erected at least 6 feet from roof edge parallel to the direction of travel and at least 10 feet from the roof edge perpendicular to the direction of travel.
c. Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
d. If a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.
e. The rope, wire, or chain shall be flagged at not more than 6 feet intervals with high visibility material.
f. The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
g. Warning line must have a minimum tensile strength of 500 pounds.
h. No employees shall be allowed in the area between a roof edge and warning line unless the employee is performing roofing work in the area.
i. Mechanical equipment on roofs shall be used, maintained, or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

4.4.1.5 Safety Monitoring System – A competent person designated to monitor the safety of other employees.

a. The safety monitor shall:
   ✓ Be on the same walking/working surface and within visual sighting distance of the employee being monitored.
   ✓ Be close enough to communicate orally with the employee.
   ✓ Warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner.
   ✓ Not have other responsibilities that could take the monitor’s attention from the monitoring function.

b. Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low slope roofs.

4.4.2 Aerial Lift – Work activities performed with an Aerial Lift must be compliance with OSHA 29 CFR 1926.453. The basic requirements as follow:

4.4.2.1 Only authorized persons, properly trained according to operating instructions, shall be allowed to use an aerial lift. (See Section 5.1.7)
4.4.2.2 Employees using an aerial lift must wear a harness according to requirements outlined in section 4.3.3.

4.4.2.3 Before each use, the employee shall visually inspect the aerial platform, including body harness and lanyard.

4.4.2.4 The surface on which the aerial platform is to be used must be sound and cleared of debris and other hazards.

4.4.2.5 When operating an Aerial Lift, it is recommended that a ground person be present always in case of an emergency. If no ground person can be assigned, lift operator shall have two-way radio communication while using lift.

4.4.2.6 The area beneath an operating aerial lift must be cordoned off and access to that area must be restricted

4.4.3 **Scaffolds** – Work activities performed on temporary elevated platforms used as support for workers and materials must be compliance with 29 CFR 1926.450-452.

4.4.3.1 **General Requirements**

   a. A scaffold must support its own weight and at least 4 times the maximum intended load.
   b. All working levels of scaffolds must be fully planked or decked.
   c. Scaffolds with a height to base width ratio of more than four to one shall be restrained from tipping by guying, tying, bracing or equivalent means.
   d. Scaffold support devices shall rest on surfaces capable of supporting at least 4 times the load imposed on them by the operating scaffold.
   e. If scaffold platforms are more than 2 feet above or below a point of access, portable ladders, ramps, walkways or similar surface should be used for access.
   f. Scaffolds should not be loaded more than their maximum rated capacity.
   g. Employee on scaffold more than 10 feet above a lower level shall be protected from falling by a guardrail or personal fall arrest system.

4.4.3.2 **Safety precautions during use**

   a. Always climb the scaffold with both hands and do not climb on braces.
   b. Never move a rolling scaffold from the top. The force necessary to move the scaffold should be applied as closely as practical to the base.
   c. Never place platform planks on guardrails to obtain greater height.
   d. Never place ladders or other objects on top of platform to increase height.

4.4.3.3 **Other Requirements**

   a. Prior to using specific types of scaffolds, for example: large area, ladder jack, horse or mobile scaffolds, refer to 29 CFR 1926.452 for additional requirements which may be applicable.

4.4.4 **Fixed ladders** – a ladder that cannot be readily moved or carried because it is an integral part of a building or structure.

4.4.4.1 Employees using fixed ladders with a length greater than 24 feet shall be protected by:

   a. Cages conforming to requirements in CFR 1926.1053 (a) (20), or
b. Wells conforming to requirements in CFR 1926.1053 (a) (21), or
c. Ladder safety devices conforming to requirements in 1926.1053 (a) (22).

4.4.4.2 Fixed ladders shall be maintained free of oil, grease or other slipping hazards.

4.4.4.3 Fixed ladders with structural defects shall be withdrawn from service until repaired. This requirement can be satisfied by:
   a. Tagging with “Do Not Use” or similar language.
   b. Marking it in a matter that readily identifies it as defective.
   c. Blocking it from use (for example with a plywood attachment spanning several rungs).

4.4.5 Ladder Safety

4.4.5.1 General Requirements – The department owning ladders are responsible for the following actions:
   a. Assures that ladders purchased/used in the department are code complaint and appropriate for the necessary work tasks.
   b. Ensures that designated employees perform documented portable ladder inspections.
   c. Consults with the Department of Risk Management and Safety (RM&S) as needed to assess proper ladder use and procurement specifications.
   d. Coordinates with (RM&S) to provide ladder safety training.
   e. Before working with a ladder for the first time, read the manufacturer's instructions and check the capacity and type of ladder.
   f. Inventory ladder used in the area and conducts ladder inspections as part of the “shop safety inspection” process.

4.4.5.2 Ladder Safe Work Practices – Owner Department that have maintenance/trades activities are required to purchase and use “Type I, Type IA or Type IAA” ladders based upon the required strength for safe work by their workforce. In addition, employees should follow certain rules when placing, ascending, and descending ladders which include:
   a. Safe Ladder Set Up – Prior to climbing a ladder, it shall be set up according to the following:
      • All ladders must be placed on firm ground and with secure footing.
      • Portable ladders shall be used so that the base is a distance from the vertical wall equal to one-fourth the working length of the ladder.
      • Make sure that a stepladder is properly set up and that the spreader is locked in place before use.
      • Do not set ladders on boxes, blocks or other objects that might move.
      • Do not lean or reach out while standing on ladders.
      • Secure ladders whenever a danger of slippage might occur.
      • Do not use ladders in high wind or during inclement weather conditions.
Never set up ladders in front of or around doors, unless the door is posted or locked.

Do not sit on ladders.

Use safety shoes or other rubber sole shoes when climbing a ladder.

The area around the ladders must remain clear from debris, equipment, etc.

On two-section extension ladders, ensure that the minimum overlap for the two sections is in accordance with the following:

<table>
<thead>
<tr>
<th>Size of ladder (feet)</th>
<th>Overlap (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 36 ft.</td>
<td>3 ft.</td>
</tr>
<tr>
<td>Over 36 ft. up to and including 48 ft.</td>
<td>4 ft.</td>
</tr>
<tr>
<td>Over 48 ft. up to and including 60 ft.</td>
<td>5 ft.</td>
</tr>
</tbody>
</table>

Select the correct type of ladder by considering the duty rating, ladder type and height required to safely complete the job task. There are five categories of duty ratings shown in the table below:

<table>
<thead>
<tr>
<th>Ladder Type</th>
<th>Duty Rating</th>
<th>Load Capacity</th>
<th>Typical Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type IAA</td>
<td>Special Heavy Duty</td>
<td>375 lbs.</td>
<td>Heavy duty, such as utilities, contractors, and industrial use</td>
</tr>
<tr>
<td>Type IA</td>
<td>Extra Heavy Duty</td>
<td>300 lbs.</td>
<td>Heavy duty, such as utilities, contractors, and industrial use</td>
</tr>
<tr>
<td>Type I</td>
<td>Heavy Duty (Industrial)</td>
<td>250 lbs.</td>
<td>Heavy duty, such as utilities, contractors, and industrial use</td>
</tr>
<tr>
<td>Type II</td>
<td>Medium Duty (Commercial)</td>
<td>225 lbs.</td>
<td>Medium duty, such as painters, office and light industrial use</td>
</tr>
<tr>
<td>Type III</td>
<td>Light Duty (Household)</td>
<td>200 lbs.</td>
<td>Light duty, such as light household use</td>
</tr>
</tbody>
</table>

b. **Climbing and Standing on Ladders Safely**  
   When climbing or standing on a ladder, the following safety precautions shall be followed:
   
   - Always face a ladder when climbing up or down.
   - Make sure shoes are free of mud, soil, or anything slippery.
• Use at least one hand to grasp the ladder when climbing. Maintain at least three points of contact with the ladder (two feet and one hand or two hands and one foot).
• Avoid carrying materials or tools when climbing a ladder.
• Rungs and steps should be clear of grease, oil, wet paint, snow, and ice before climbing.
• The top two steps of a stepladder shall not be used for standing. The highest working height shall be clearly marked.
• Do not stand on the top two rungs of a straight or extension ladder.
• Do not climb onto a ladder from the side.
• Climb or stand on a ladder with your feet in the center of the rung.
• Do not stand on the pail shelf of a stepladder.
• Do not stand on the top cap and top two steps of a step ladder.
• Do not move, shift, or extend ladders while in use.
• When working to the side of a ladder, the centerline of the body must be maintained between the side rails.

c. Proper Use and Care of Ladders – Ladders shall be maintained in good condition and always by ensuring the following:
• Do not use electrically conductive (e.g. aluminum) ladders for electrical work or near live electrical parts.
• All ladders shall be visually inspected before each use and confirm that applicable criteria are met within the “Appendix C. Ladder Safety Inspection Form”.
• Remove damaged or defective ladders from use and notify department management of the problem ladder.
• Ladders should be stored in areas free of known hazards, where they can be inspected easily and can be reached without causing accidents.

4.4.5.3 Ladder Inspections – Documented ladder inspections will be conducted by the department/shop possessing the ladder on annual basis. When conducting ladder inspections ensure that:
  a. All side rails are free of dents or bends;
  b. All step-to-side rail connections are intact;
  c. All rivets are in good condition;
d. All hardware connections are intact;

e. The stepping surfaces are free of oil, grease or other slippery substances;

f. Conducting visual inspection of ladders before each use;

g. Damage ladder shall not be used and must tagged: “Out of Service”;

h. The person performing the annual inspection shall complete the (RM&S) Ladder Safety Inspection Form. The inspection form is found in Appendix C of this program. A copy of each formal inspection form shall be maintained by the (RM&S) staff.

4.4.5.4 **Ladder Inventory** – Maintain an up to date ladder inventory and ensure a formal annual ladder inspection is conducted and documented on the ladder inspection by the department/shop possessing the ladder.

a. File annual ladder inventory and inspection forms for audit purposes.

b. Immediate supervisor should complete the Ladder Safety Audit on an annual basis. If need assistance, contact (RM&S) Office each June to complete audit.

5 **TRAINING**

5.1 Fall protection training programs shall be designed to enable each employee to recognize the hazards of falling and to instruct each employee in the procedures to be followed to minimize these hazards. Employees shall be trained in the following areas:

5.1.1 The nature of fall hazards in the work area.

5.1.2 The correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.

5.1.3 The use and operation of guardrail, personal fall arrest, warning line, and safety monitoring systems.

5.1.4 The role of each employee in the safety monitoring system when the system is in use.

5.1.5 The limitations on the use of mechanical equipment and materials handling and storage and the erection of overhead protection.

5.1.6 Employees’ role in fall protection plans.

5.1.7 Employees who use the aerial lift must complete the website training program and a “hands on” training session to demonstrate competence prior to use.

5.2 Re-training shall be required when:

5.2.1 Changes in the workplace render previous training obsolete.

5.2.2 Changes in the types of fall protection systems or equipment to be used render previous training obsolete.

5.2.3 Affected employees fail to retain the knowledge and skill provided by the training.
APPENDIX A. Fall Protection Methods Based on Job Activities

Select & Check Appropriate Method

Complete The Job Safely
### Quarterly Body Harness & Lanyard Inspection Form

<table>
<thead>
<tr>
<th>Name of Inspector:</th>
<th>Department Name:</th>
<th>Supervisor:</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Harness Part #:</th>
<th>Date of First Use:</th>
<th>Lanyard Part #:</th>
<th>Date of First Use:</th>
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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>Date of Manufacture:</th>
<th>Waist Belt:</th>
<th>CABLE</th>
<th>WEB</th>
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<tr>
<td></td>
<td>YES</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Quarter</th>
<th>Date</th>
<th>Initial</th>
<th>Date</th>
<th>Initial</th>
<th>Date</th>
<th>Initial</th>
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<tbody>
<tr>
<td>1st</td>
<td>Jan/Feb/Mar</td>
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<td>Apr/May/Jun</td>
<td></td>
<td>Jul/Aug/Sep</td>
<td>Oct/Nov/Dec</td>
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</table>

#### BODY HARNESS PART #:

**LEGEND:** PASS = P; FAIL = F; NOTE = N

<table>
<thead>
<tr>
<th>LABELS &amp; MARKINGS: Label (Intact &amp; Legible)</th>
<th>P</th>
<th>F</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate ANSI/CSA/OSHA Markings</td>
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<tr>
<td>Inspections are Current / Up-to-Date</td>
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</tr>
<tr>
<td>HARDWARE (BUCKLES &amp; D-RINGS)</td>
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<td></td>
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</tr>
<tr>
<td>Shoulder Adjustment Buckles</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Leg &amp; Waist Buckles and other Hardware</td>
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<tr>
<td>D-Rings (Dorsal, Side, Shoulder)</td>
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</tr>
<tr>
<td>Corrosion, Pitting, and Nicks</td>
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</tr>
<tr>
<td>WEBBING: Shoulder, Chest, Let, &amp; Back Straps</td>
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<tr>
<td>Cuts, Burns, Heat, and Holes</td>
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<td></td>
</tr>
<tr>
<td>STITCHING: Shoulder, Chest, Leg, &amp; Back Straps</td>
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#### LANYARD PART #:

<table>
<thead>
<tr>
<th>LABELS &amp; MARKINGS: Label (Intact &amp; Legible)</th>
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<tbody>
<tr>
<td>Appropriate ANSI and OSHA Markings</td>
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<tr>
<td>Inspections are Current / Up-to-Date</td>
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<tr>
<td>CONNECTORS: Connector (Self-Closing &amp; Locking)</td>
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<tr>
<td>Hook Gate/Rivets, Corrosion, Pitting, Nicks</td>
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<tr>
<td>MATERIAL (WEB OR CABLE)</td>
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<tr>
<td>Broken, Missing, Loos Stitching, Fraying</td>
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<td></td>
</tr>
<tr>
<td>Cuts, Burns, Heat, and Holes</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**NOTES:** Equipment shall be inspected by the user before each use and, additionally, the standard states that fall protection equipment shall be removed from service upon evidence of defects, damage or deterioration; once it has been subjected to impact loading; or upon expiration of the manufacturer’s specified service life, whichever comes first.

Notes from the Inspector
APPENDIX C. Annual Ladder Safety Inspection Form

<table>
<thead>
<tr>
<th>Name of Inspector:</th>
<th>Date of Inspection:</th>
<th>Inspection Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Manufacturer:</td>
<td>□ Good Condition</td>
</tr>
<tr>
<td>Ladder I.D./Location:</td>
<td></td>
<td>□ Needs Repair</td>
</tr>
<tr>
<td>Construction of Ladder:</td>
<td>□ Wood □ Aluminum □ Fiberglass □ Metal</td>
<td>□ Defective*</td>
</tr>
<tr>
<td>Ladder Type: □ Step Ladder &amp; Size: _______ ft. □ Extension Ladder &amp; Size: _______ ft.</td>
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<tr>
<td>Duty Rating <em>(found on the label)</em>: □ Type IAA (Extra Heavy Duty) – 375lbs. □ Type IA (Extra Heavy Duty) – 300lbs.</td>
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<tr>
<td>□ Type I (Heavy Duty) – 250lbs. □ Type II (Medium Duty) – 225lbs. □ Type III (Light Duty) – 200lbs.</td>
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</table>

### GENERAL:

1. Labels: Missing or not legible
2. Rope/Pulley: Frayed, worn, loose, bent or broken
3. Conditions: Bent, rusted, corroded, or loose; greasy, oily, or slippery substance on ladder
4. Others: Loose or missing diagonal brace, rivet, foot pad, hinge, or top cap

#### STEP LADDER:

1. Steps and Rails: Loose, cracked, bent or missing, and split or frayed rail shields
2. Pail Shelf and Top: Loose, bent, cracked, and missing or broken
3. Spreader: Loose, bent or broken

#### EXTENSION LADDER:

1. Rungs and Rung Locks: Loose, cracked, bent, broken, missing, or does not seat properly
2. Rails and Hardware: Cracked, bent, split or frayed, missing, broken or loose
3. Safety Feet: Worn, broken or missing

### COMMENTS:

Notes: Good Condition (GC); Needs Repair; Not Applicable (NA); *Defective = Remove ladder from service

Submit a copy of the completed inspection form to (RM&S) at the end of each year, through the safety@uwec.edu email.

Inspector's Signature: ___________________________ Date: __________________ Submit Dated: ___________________
APPENDIX  D. Ladder Inventory Form

**Department Instruction:** Use this form to generate an inventory of ladders used in your department and to document annual and periodic inspections. In addition, shop possessing the ladder must be updated and documented this inventory list as ladder is purchased or retired from service, and annually thereafter.

<table>
<thead>
<tr>
<th>Construction of Ladder:</th>
<th>Wood</th>
<th>Aluminum</th>
<th>Fiberglass</th>
<th>Metal</th>
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</thead>
<tbody>
<tr>
<td>Ladder Type:</td>
<td>Step Ladder &amp; Size</td>
<td>Extension Ladder &amp; Size</td>
<td>Platform Step Ladder &amp; Size</td>
<td>Single Ladder &amp; Size</td>
</tr>
<tr>
<td>Duty Rating (found on the label):</td>
<td>Type IAA (Extra Heavy Duty) – 375lbs.</td>
<td>Type IA (Extra Heavy Duty) – 300lbs.</td>
<td>Type I (Heavy Duty) – 250lbs.</td>
<td>Type II (Medium Duty) – 225lbs.</td>
</tr>
</tbody>
</table>

**EX.** Step Ladder - 6ft. Werner/Fiberglass Type I H-3836 Facilities Management – RM 124

<table>
<thead>
<tr>
<th>NO</th>
<th>Ladder Type</th>
<th>Manufacturer/Model</th>
<th>Duty Rating</th>
<th>SN/ID #</th>
<th>Location/RM #</th>
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</table>

**Note:** Submit a copy of the completed inventory form to (RM&S) at the end of each year, through the safety@uwec.edu email.

Inventory person’s Signature: _____________________________ Date: _______________ Submit Dated: _______________