



Calhoun Operations

Portable Ladder POLICY

Effective October 1, 2007

Reviewed: June 23, 2010

Revised: June 23, 2010

I. **PURPOSE**

The purpose of this policy is to ensure the proper use, maintenance, and care of portable ladders for the prevention of injuries and property damage.

II. **SCOPE**

This policy applies to all AbitibiBowater employees, contractors and vendors while using extension ladders, stepladders, and portable platform ladders on the Calhoun Mill property.

III. **POLICY AND PROCEDURE**

It is the policy of the AbitibiBowater, Calhoun Operations to provide safe ladders and ensure a method for proper inspection, care and use. Each department is responsible for maintaining an adequate number of safe working ladders and training employees affected by this policy.

A. Selection and Use

1. Ladders purchased for mill use will meet requirements for industrial heavy-duty use.
2. Metal portable ladders will not be used in the mill.
3. All ladders must have non-conducting side rails.
4. Ladders must be visually inspected before use. Ladders with sharp edges, loose side rails, or damaged steps, will be taken out of service, tagged, and not used.
5. Extension ladders must have solid footing and be placed at a proper angle. (Proper angle – place the base a distance from the vertical wall equal to $\frac{1}{4}$ the working length of the ladder.)
6. Extension ladders must be tied off. Two people are initially needed to tie off an extension ladder, with one holding the bottom, while the other climbs up and ties the ladder off. If the ladder cannot be tied off, another person must attend the bottom of the ladder.
7. When accessing a roof, the ladder should extend at least three (3) feet above the point of support.



8. Employees will not be allowed to work from the top step of any extension or stepladder. The climber must ascend and descend facing the ladder.
9. Pedestrian traffic must be restricted when working from a ladder in walkways and near door openings. Doors must be secured, using barricade tape, to prevent the door from being opened toward the ladder.
10. The climber must maintain a three-point contact with the ladder at all times if above four feet. (Two feet/one hand or two hands/one foot). If three-point contact cannot be maintained, fall protection must be used if higher than four feet.
11. Raise and lower tools, materials, etc. with a rope.
12. Ladders that have been dropped are to be inspected immediately and damaged reported to the employee's foreman.
13. Ladders will not be loaned to employees or others for off-site use.
14. Folding ladders should not be used as an extension ladder. Feet should be spread and braces locked.

B. Inspection and Care

1. Each department is responsible for inspecting their ladders monthly. Inspections must be documented on the Portable Ladder Inspection Form. (Appendix I) Records will be maintained in the department and a copy sent to the Safety Department.
2. Ladders found damaged or in need of repair will be marked with a "Caution-Do Not Use" tag, and removed from service. Ladders that are broken and cannot be repaired (most damaged ladders are in this category) are to be discarded immediately.
3. Ladders should be inspected for sharp edges, good conditions of steps, rungs, an defrayed or badly worn rope. Metal bearings, locks, wheels and pulleys should be lubricated as needed.
4. Ensure proper condition of non-skid safety feet. If damaged or missing, remove ladder from service and treat as a ladder that needs repair (see item #2 above).



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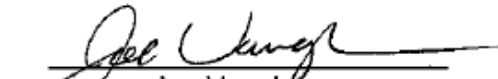
C. Training

1. Employees will be trained on this policy on an as needed basis. (See Appendix 2 for general training and awareness information.)

Approval Signatures:

Revised: 6/23/10

Effective: 10/01/07



Joe Vaughn
V.P Operations and Mill Manager



Larry Vest
Safety and Health Services Manager

**ABITIBIBOWATER – CALHOUN OPERATIONS
MONTHLY – PORTABLE LADDER INSPECTION (MULTIPLE LADDERS)**

**Date: June 23, 2010
Appendix I
SAF.10.0 Portable Ladder Policy**

Department/Area _____ **Month/Year** _____

Description/ID of ladders inspected: _____

<i>Ladder Number</i>												
I. Inspection: (<i>Inspector must initial each section</i>)												
A. Free of sharp edges/splinters												
B. Joints between step & side rail tight												
C. Rungs & steps in good structural condition												
D. Non-skid safety feet in good condition												
E. Movable parts operate freely												
F. Steps free from oil/grease												
G. Free from excessive dents or bends												
H. No cracks or chips on steps or side rails												

If ladder repairs are required, tag & remove ladder from service. Note repairs in comments section. Report all repairs to supervision.

Comments _____

**ABITIBIBOWATER – CALHOUN OPERATIONS
MONTHLY – PORTABLE LADDER INSPECTION (SINGLE LADDER)**

Date: June 23, 2010
Appendix I
SAF.10.0 Portable Ladder Policy

Department/Area _____

Year _____

Description/ID of ladder inspected: _____

<i>Inspector must initial each section</i>	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
I. Inspection:												
A. Free of sharp edges/splinters												
B. Joints between step & side rail tight												
C. Rungs & steps in good structural condition												
D. Non-skid safety feet in good condition												
E. Movable parts operate freely												
F. Steps free from oil/grease												
G. Free from excessive dents or bends												
H. No cracks or chips on steps or side rails												

If ladder repairs are required, tag & remove ladder from service. Note repairs in comments section. Report all repairs to supervision.

Comments _____



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APPENDIX 2

Portable Ladder Care & Maintenance

This information is to be used to ensure the proper use, maintenance and care of portable ladders for the purpose of minimizing injury and equipment damage.

A. Inspection

1. Remove ladders with sharp edges and/or splinters.
2. Insure joints between the step and side rail are tight
3. Rungs and steps should be in good condition – constructed to support good footing (free from oil/grease – slip resistant material for proper application.)
4. Proper condition of non-skid safety feet.
5. Check to ensure movable parts operate freely without binding or excessive play.
6. Inspect ladders after they are dropped.

B. Use

1. Proper angle of ladder – place the base a distance from the vertical wall equal to $\frac{1}{4}$ the working length of the ladder. (extension ladder)
2. Place base section on secure footing and tie off at top of the vertical position.
3. When accessing roof – ladders should extend at least 3 feet above the point of support.
4. Portable ladders are designed for one person only.
5. When ascending or descending the climber must face the ladder.
6. Working from top step on any portable ladder is not allowed.
7. Restrict pedestrian traffic when working with ladders in front of doors. Doors must be secured, using barricade tape, to prevent doors being opened toward ladder.
8. Extension ladders must be tied off. Two people are initially needed to tie off an extension ladder, with one holding the bottom, while the other climbs up and ties the ladder off. If the ladder cannot be tied off, another person must attend the bottom of the ladder.

C. Maintenance

1. Temporary repairs will not be made to broken ladders.
2. Defective ladders should be marked and taken out of service until they are repaired or discarded.
3. Frayed or badly worn rope should be replaced immediately.
4. Metal bearings, locks, wheels and pulleys should be lubricated routinely.