**Who and what does this program apply to?**

* This program applies to all PSU employees and students (unpaid).
* This program applies to all types of ladders including but not limited to: step ladders, step stools, single ladders, articulated ladders, combination ladders, extension ladders, extension trestle ladders, fixed ladders, and mobile ladder stands.

**What are the key requirements of this program?**

* Supervisors must:
* Ensure all ladder users under their supervision complete training.
* Ensure employees comply with this program.
* Be thoroughly informed of the contents of this program and how it applies to their areas of responsibility and authority.
* Investigate injuries and incidents within their area of authority.
* Ensure any damaged ladders are removed from service (destroyed).
* Take prompt corrective action when unsafe conditions or practices are observed.
* Training Requirements:
	+ All employees shall be trained prior to using a ladder.
* Online training for employees can be found by logging into the EHS Training website, the link is located at <https://ehs.psu.edu/>.
	+ Step Stool - If an employee is only required to use a step stool and no other type of ladder, reviewing the Step Stool Safety Awareness document (Appendix E) is required. This document can be found on the EHS website under the Workplace Safety tab. This training is not required to be documented.
	+ Students (non-paid) - If a student (unpaid) is required to use a ladder, reviewing the Student (Unpaid) Ladder Safety Awareness document (Appendix D) is required. This document can be found on the EHS website under the Workplace Safety tab. This training is not required to be documented.
* Inspection Requirements:
	+ The ladder user must conduct a visual inspection prior to using a ladder. This inspection is not required to be documented.
	+ The ladder user must conduct a visual inspection when any situation occurs that could affect the safe use of the ladder. Examples of such situations would include ladders being tipped over, ladders falling from an elevation, ladders being struck by a substantial force, or ladders being used in a corrosive environment. This inspection is not required to be documented.
	+ All ladders, except for fixed ladders and step stools, must have a documented annual inspection. A sticker/label (See Appendix B of the Ladder Safety Program) must be attached to the ladder which will document that an annual inspection has occurred. The person designated to conduct this inspection should utilize Appendix B for guidance on inspection criteria.
* Recordkeeping Requirements:
	+ The inspection sticker/label attached to the ladder shall be maintained and legible.
	+ Any training conducted by the work unit shall be maintained on file for the length of the employee’s employment, plus three years.

**For additional information:**

* Penn State Ladder Safety Program
* OSHA Regulations: OSHA CFR 1910.23 – “Ladders”, OSHA CFR 1910.29 – “Fall protection systems and falling object protection-criteria and practices”, OSHA 1926 Subpart X – “Stairways and Ladders”, OSHA Construction Regulations pertaining to ladders.
* PSU Fall Protection Safety Program
* PSU Scaffold Safety Program