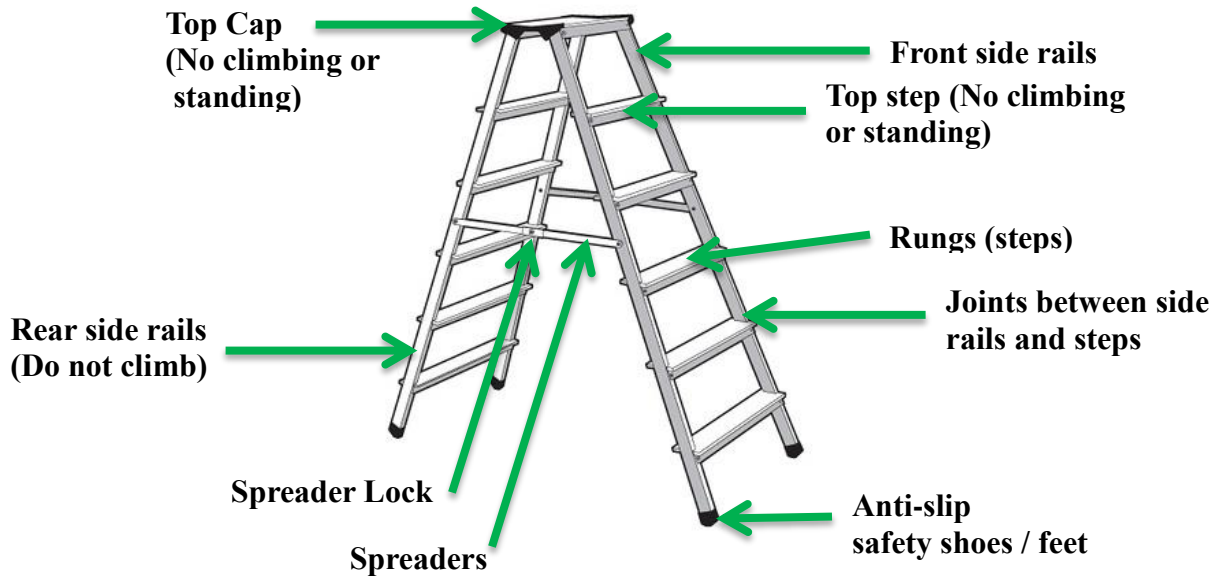


Ladder Inspection Procedures

Every portable ladder and fixed ladder located on the premises must be inspected every month. The following steps must be followed when performing monthly ladder inspections.

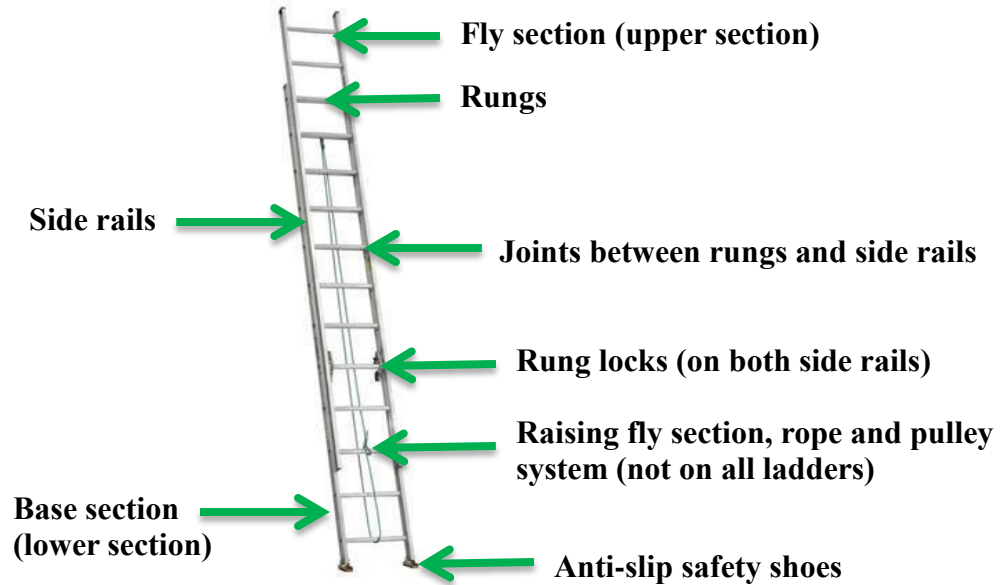
1. **Determine who will be responsible for conducting the monthly inspections.**
 - a. The Fuel Mart Manager is ultimately responsible for the ladder inspections, but the Manager may delegate the monthly inspection to a responsible employee. Only assign one individual to perform the monthly inspection. This individual needs to perform the inspection every month.
2. **Individual performing the inspection must be knowledgeable and understand the procedures for performing monthly ladder inspections.**
 - a. The Manager must review these procedures with the individual that will be performing the monthly ladder inspections and the Manager must also ensure the individual understands these procedures.
 - b. The individual performing the monthly ladder inspections is responsible for:
 - i. Performing monthly ladder inspections on all portable and fixed ladders located on the premises,
 - ii. Following the monthly inspection procedures,
 - iii. Completing the inspection form, and
 - iv. Reporting any identified issues immediately to the Manager.
3. **Number each portable and fixed ladder.**
 - a. Each portable and fixed ladder must have its own unique number. Those numbers then need to be transferred over to the ladder monthly inspection form. This will identify the number of ladders located at the facility and will also ensure every ladder is inspected on a monthly basis.
 - b. Do not place the ladder number on top of the manufacture labels or instructions.
4. **Portable ladders inspections that are not extension ladders.**
 - a. Ladders must be maintained in good condition which includes:
 - i. Ensure the manufacture stickers are in good condition (not missing, torn, or worn).
 - ii. Inspect the side rails to ensure there are no cracks, dents, bends, corrosion, sharp edges, burrs or splinters.
 - iii. Inspect the rungs (steps) to ensure there are no cracks, bends, corrosion, splinters, sharp edges, burrs, projections that may cause a hazard, and for worn non-slip material.
 1. The joints between the rungs and side rails shall be tight.
 2. Rungs need to be kept free of grease and oil.
 - iv. Inspect to ensure all hardware and fittings are securely attached, not missing or damaged. This includes inspecting for missing or damaged nuts and bolts.

- v. Inspect the anti-slip safety shoes feet to ensure they are in good condition for proper gripping performance and to ensure they are not missing.



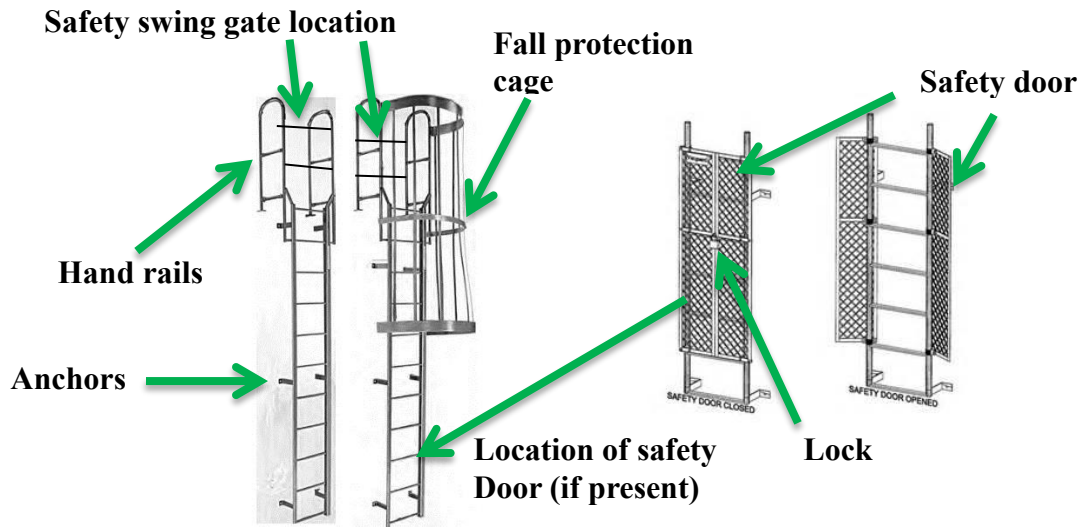
5. Extension ladder inspections.

- a. Ladders must be maintained in good condition which includes:
 - i. Ensure the manufacture stickers are in good condition (not missing, torn, or worn).
 - ii. Inspect the side rails to ensure there are no cracks, dents, bends, corrosion, sharp edges, burrs or splinters.
 - iii. Inspect the rungs (steps) to ensure there are no cracks, bends, corrosion, splinters, sharp edges, burrs, projections that may cause a hazard, and inspect for worn non-slip material.
 - 1. The joints between the rungs and side rails shall be tight.
 - 2. Rungs need to be kept free of grease and oil.
 - iv. Inspector to ensure all the hardware and fittings are securely attached, not missing or damaged. This includes looking for missing or damaged nuts, bolts, pulleys on extension ladders, and locking mechanisms.
 - v. Inspect the rope (if applicable) for frayed or badly worn rope. Frayed or badly worn rope must be replaced.
 - vi. Operate the moveable components on extension ladders to ensure the movable parts operate freely without binding or undue play.
 - vii. Extension ladders that have metal bearings, locks, wheels, pulleys, etc., need to be frequently lubricated.



6. Fixed ladder inspections:

- a. Ladders must be maintained in good condition which includes inspecting the following items:
 - i. Ensure the manufacture stickers are in good condition (not missing, torn, or worn).
 - ii. Inspect side rails and hand rails to ensure there are no cracks, dents, bends, corrosion, sharp edges, burrs or splinters.
 - iii. Inspect the rungs (steps) to ensure there are no cracks, bends, corrosion, splinters, sharp edges, burrs, projections that may cause a hazard, and for worn non-slip material.
 1. The joints between the rungs and side rails shall be tight.
 2. Rungs need to be kept free of grease and oil.
 - iv. Ensure all the hardware and fittings are securely attached, not missing or damaged. This includes looking for missing or damaged nuts and bolts.
 - v. Inspect fixed ladders with cages to ensure the cages are securely fastened.
 1. Inspect for corrosion.
 - vi. Ensure the safety door (access point) to the fixed ladder is locked and secure to prevent non-authorized entry.
 - vii. Ensure there is a no unauthorized access sign posted on the ladder.
 - viii. Ensure the safety swing gate at the top of the ladder self-closes.
7. **After each visual ladder inspection complete the ladder inspection form.**
8. **Notify your store manager if there are defects identified with the ladder.**
 - a. The store manager must remove the ladder from service for repair or destruction and tag or mark the ladder as “Dangerous, Do Not Use.”
9. **Only qualified individuals are authorized to make repairs to ladders.**
 - b. Improvised repairs shall not be made.
10. **Send the completed monthly ladder inspection forms to the Safety Director.**



Safety swing gate, at top of ladder