

WORKPLACE SAFETY – “LADDER SAFETY GUIDELINES”



It is with much regret we report one of our Archdiocesan parish employees recently had an unfortunate accident while working. He is currently hospitalized which may leave him permanently disabled as the result of a fall from a ladder. The safety of our parishioners, children and employees is very important to the Archdiocese of San Francisco. Anytime there is an accident it warrants a review of our safety programs and procedures and the need for all of us at each of our locations to do a better job.

Human Resources partnered with our Workers’ Compensation Insurance broker and provided training for maintenance staff workers last year which included the topic of Ladder Safety and other safety issues. Last year, this training was voluntary and, unfortunately, the injured employee did not attend the training. In an effort to “do a better job,” we will again be offering training on **Ladder Safety** and other topics including **Slips & Falls; Lifting; Hazmat and Electrical** to all janitors, maintenance, facilities, and housekeeping staff (including all full and part-time employees) employed in a parish, school and other locations who perform maintenance/ janitorial/housekeeping functions. **It is mandatory for all employees in the positions/functions listed to attend one of the scheduled training workshops that will be offered in each County (San Francisco, San Mateo and Marin).** The specific dates, times and locations will be announced in the near future.

To use ladders safely and effectively, employees must:

1. **Know the guidelines of ladder safety.**
2. **Observe these guidelines at all times.**

Remember that practically all falls from ladders can be traced to using them in an unsafe manner. When a fall occurs, the person who falls usually gets hurt. This means that they must observe ladder safety guidelines because they are the ones who will get hurt if they don’t. It is the responsibility of the user to **USE THIS EQUIPMENT SAFELY**. A fall from a ladder can be very dangerous. Injury can be avoided by working safely on and around ladders.

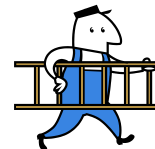


Ladder safety begins with the selection of the proper ladder for the job and includes inspection, setup, proper climbing and standing, proper use, care and storage. In addition to the general safety guidelines for all ladders there are special guidelines for using stepladders and for single and extension ladders. The following are some basic Ladder Safety procedures we suggest you share with all your employees

(Please turn over)

that may have occasion to use a ladder at your parish, school or other locations until we have the more formal training:

- Only allow trained employees to use ladders.
- Select the right length and type of ladder for the job.
- Read and follow instruction labels. Be sure to know the highest rung on which it is safe to stand.
- Look over the ladder carefully before climbing. Don't use a damaged ladder.
- Be sure that all ladder feet are on firm, level ground. Don't place a ladder on slippery surfaces or place loose materials underneath a ladder. Solid footing is necessary for safe ladder use.
- Place an extension ladder at a 75-1/2° angle. The set-back ("S") needs to be 1 ft. for each 4 ft. of length ("L") to the upper support point. Make sure the upper support point is solid.
- Get help with a ladder that is too heavy to handle alone. Have another person hold the ladder when you are working on it.
- Climb facing the ladder. Center your body between the rails. Maintain a firm grip and always move one step at a time, firmly setting one foot before moving the other.
- Exercise extreme caution when lifting or carrying anything while on a ladder. Materials should be hoisted separately.



These are only tips – each use of a ladder needs to be thought through carefully. Make sure that anyone climbing a ladder is mentally and physically able to do so in a safe manner.

As a result of this recent serious injury, it's very important to know the reporting responsibilities to Cal/OSHA pertaining to on-the-job injuries and illnesses. In addition to the regular workers' compensation reporting to The Hartford Insurance company, we must also report **a fatal injury or serious injury or illness** to the nearest Cal/OSHA division office as soon as possible or no later than within **8 hours (or 24 hours if there are exigent circumstances) of the injury**. Failure to report to the Division may subject the Archdiocese to a minimum civil penalty of \$5,000.

Incidents requiring reporting to the Cal/OSHA Division within 8 hours:



- Fatal injury to an employee
- Serious injury or illness to employee

A serious injury or illness is defined as:

- Loss of a member of the body (e.g., amputation)
- Serious degree of permanent disfigurement (e.g., crushing or severe burn type injuries)
- In-patient hospitalization in excess of 24 hours for other than observation.

Cal/OSHA Enforcement Unit District Offices:

<u>SAN FRANCISCO COUNTY</u>	<u>SAN MATEO COUNTY</u>	<u>MARIN COUNTY</u>
121 Spear Street, Ste. 430 San Francisco, CA 94105 Tel: (415) 972-8670 Fax: (415) 972-8686	1065 East Hillsdale Blvd., Ste 110 Foster City, CA 94404 Tel: (650) 573-3812 Fax: (650) 573-3817	1221 Farmers Lane, Ste. 300 Santa Rosa, CA 95405 Tel: (707) 576-2388 Fax: (707) 576-2598

Please report any serious injury immediately/as soon as possible to your supervisor and to the Archdiocesan Benefits Manager, Mark Molina (415) 614-5539 in the Office of Human Resources.

HR Connect is a series of training and education materials covering a wide variety of topics in personnel management. These publications are designed to provide Archdiocesan locations with helpful information and practical suggestions to better manage the personnel aspects of their leadership role. Previous **HR Connect** issues are available in the website: <http://www.sfarchdiocese.org/about-us/departments-and-offices/human-resources/hr-newsletters/> Produced by the Office of Human Resources, Archdiocese of San Francisco, Tel: (415) 614-5540.