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| ANACORTES REFINERY | | Portable Ladder Requirements | | Page 1 of 7 |
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1.0 INTRODUCTION

1.1 Purpose

To ensure that Marathon Anacortes Refinery employees and contractors understand the facility safety requirements for portable ladders, ladder accessory use and maintenance.

1.2 Scope

This procedure applies to Marathon Anacortes Refinery employees and contractors.

2.0 REFERENCES

2.1 Marathon Standards, Policies & Procedures

- TSHS-013, Fall Protection
- R-11-033, Fall Protection

2.2 Government Regulations

- OSHA 29 CFR 1917.119, Portable Ladders
- OSHA 29 CFR 1926.1053, Ladders
- WAC 296-876, Ladders, Portable and Fixed

3.0 LADDER SELECTION AND PRECAUTIONS

- Pay close attention to the duty rating of the ladder and the combined weight of the user and materials.
- Select a ladder with the proper capacity, and the proper height to reach the work area without over-extending either vertically or horizontally.
- Be aware of wires, electrical devices and live electrical circuits. Never use a metal ladder around areas where it could come in contact with an electrical source. A metal ladder can conduct electricity and create the potential hazard of electrocution.
- Before selecting a ladder with a ladder walk-through railing system, ensure there is enough space above the ladder support point and no obstructions. Also, ensure that the ladder walk-through railing system that extends past the ladder is not used as the support point.

4.0 INSPECTION BEFORE EACH USE

All portable ladders shall have manufacturer labels attached to them. All employees and contractors must read and follow all instructions and labels accompanying each ladder.

- Inspect the ladder before each use. Never climb damaged, bent or broken ladders. All parts must be in good working order. Ladders having defects are to be red tagged (i.e., unsafe equipment tag, SAP# 2434465) and taken to Shop 1 Tool Room for repair or disposal (see R-11-014).
- Verify the following:
 - All rivets and joints, nuts and bolts are tight

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- Feet, rubber non-slip pads for feet, steps and rungs are secure
- Spreaders and pail shelf function properly (i.e., on step ladders)
- Rung locks, rope and pulleys are in good condition (i.e., on extension ladders)
- Keep ladders clean, free from grease, oil, mud, snow, wet paint and other slippery material. Do not use any ladder that has been exposed to fire, acids, caustics or other strong chemicals. Inspect the rails of a ladder for weathering due to UV (ultraviolet) exposure from the sun, and for cracks and splitting.
- Portable ladders shall not be painted (i.e., other than preservatives), with exception of the paint applied during manufacturing. Stenciling on a ladder is acceptable as long as the stencil does not cover up any of the manufacturer's information or prevents a thorough inspection.
- Never make temporary repairs of damaged or missing parts.
- Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.
- Before using a ladder walk-through railing system, read the instruction manual for proper installation and uses.

5.0 GENERAL REQUIREMENTS

- A ladder shall be provided at all personnel points of access where there is a break in elevation of 19-inches or more, unless a ramp or runway or other means of access is provided.
- When using portable ladders where a fall hazard of 6-feet or greater exists, a hazard assessment shall be conducted. Consideration should be given to:
 - Alternatives to ladders (ex: scaffolding and aerial lifts)
 - Duration of exposure
 - Task involved
 - Ability to use personal fall arrest systems
- All Marathon owned portable ladders must be purchased through the Shop 1 Tool Room.
- Only one person shall use a portable ladder at a time. Exceptions are double front step ladders, which may be used by two people with one on each side. Duty ratings still apply for each side and should be carefully observed.
- Do not place portable ladders on boxes, unstable bases, or scaffolds to gain additional height.
- Grating, or metal deck plates (i.e. typical) that are securely attached to an appropriate structure are acceptable base materials for supporting portable ladders. When using a portable ladder on an elevated platform (ex: grating or a steel deck) the ladder base must be secured to prevent it from slipping between the deck and the toe board. Also, care must be taken to protect the worker from falling to a lower platform area (ex: over a handrail) by using supplemental handrails or conventional personal fall protection (i.e. harness, lanyard, and an appropriate anchor point per R-11-033).
- Use extra care and precaution if using a ladder during a storm, or high winds.
- Never drop or hit a ladder. Any slight damage to any part of the ladder may result in it becoming unsafe for use.

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- Portable ladders located at the identified ladder stations in the operating units are there primarily for Operator use. Maintenance personnel may use the ladders in case of emergency or by permission of Operations. After use each day, please place the ladder back at the ladder station it was removed from. Ladders stored outside the Shop 1 Tool Room must be checked out through the Tool Room.
- The following work shall not be permitted when working from a ladder: fresh air/supplied air and pressurized or electric equipment (ex: abrasive blasting, grinders, impact wrenches or any other tool that could cause sudden or uncontrolled body movement if the tool or the worker slipped).
- Ladder accessories (i.e., ladder jacks, stabilizers, levelers) shall not be used without prior approval of the Area Safety Specialist.
- When working from a ladder you shall use established procedures to provide falling object protection for personnel located at lower levels.

6.0 PROPER SET UP OF A PORTABLE LADDER

- Portable ladders shall not be used in passageways, doorways, or driveways unless the area is barricaded to keep any activity away from them.
- Place portable ladders on a firm level surface with a secure footing to prevent accidental displacement (i.e., slipping or tipping). Firm surfaces, such as concrete, hard asphalt, and gravel/dirt are acceptable base materials for supporting portable ladders.
- A portable ladder is not an adequate anchor point for a safety harness/lanyard tie-off.
- Do not use a portable ladder on ice or snow, or any slippery surface without a non-skid device (i.e., more than just non-skid feet) or securing the feet of the ladder. Use of a second person to hold the ladder is an acceptable method of securing a portable ladder at the bottom.
- Do not lean a portable ladder sideways. All ladder feet must contact the ground or the supporting surface.
- Do not use a ladder as a platform, plank, or hoist.
- Check the ladder swing area and overhead clearance to avoid hitting anyone, or an object while moving it.
- Carry a ladder with the center balanced and resting on your shoulder, with your arm through the ladder. Make sure the ladder is fully closed or retracted.
- The area around the top and bottom of a ladder shall be kept clean.

7.0 PROPER USE OF A LADDER

- Maintain a firm grip on the rungs or side rails of a ladder. Use both hands in climbing. Do not carry tools or materials that might interfere with the free use of both hands while ascending or descending a ladder.
- Stay focused on safety whenever you are on the ladder and keep your body weight/belt buckle between the rails of the ladder.
- Never climb a ladder from the side or climb from one ladder to another.
- Do not over-reach from a ladder. Move the ladder when it needs to be moved.

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- Do not walk or jog a ladder when standing on it.
- Keep the ladder close to the work. Avoid pushing or pulling off to the side of ladder. Avoid slipping or sudden jerks when pushing or pulling from a ladder.
- Keep your shoes clean. Leather or other slick soles should not be used.
- Do not permit more than one person on a single-sided stepladder, or extension ladder.
- Before climbing a ladder, always look at the area you are going to climb to and look for head knockers, hot pipes or any other hazards.

8.0 STEP LADDER SPECIFIC PROPER SET UP AND USE

- Make sure the stepladder is fully open, spreaders secure, and pail shelf in position, if applicable. Never use any ladder part, except the steps, to stand on or rest your foot on.
- Never lean a stepladder against an object and use it as you would an extension ladder.
- Do not stand on, step on, sit on, or straddle the top platform on a stepladder. Do not stand on or step on the pail shelf, braces, or back section. The highest standing level allowed on a step ladder is two rungs down from the top.
- When working from a step ladder, if the workers feet are on or above the sixth rung from the bottom, the ladder shall be secured by tying it off or by being held at the base by at least one other person.

9.0 EXTENSION LADDER SPECIFIC PROPER SET UP AND USE

- Make sure the base of the extension ladder is secure before you raise the extension. Never move an extension ladder when it is extended. However, the ladder must be extended a minimum of two rungs if the walk-through rail system is installed. In this case, it is alright to move the ladder in this configuration.
- Set the extension ladder at proper 75-1/2 degree angle by bracing ladder base a distance equal to 1/4 total working length of ladder away from base of vertical support. If the distance is less than 3-feet, place base of ladder a minimum of 3-feet from vertical support.
- Erect the extension ladder with a minimum of 3-feet extending above the point of rail contact. However, if the walk-through railing is attached, use only the top ladder rung as the point of contact. This will still require you to always tie-off the top of the ladder at the support points.
- The highest standing level allowed on an extension ladder is four rungs down from the top. Never stand on an extension ladder above the point of rail contact. However, if the walk-through rail system is being used, the last/top rung may be used to walk through to a pipe rack or roof.
- Extend the extension ladder only from the ground, never by pulling it up from above.
- Do not vertically overextend an extension ladder. Maintain a maximum overlap of sections as per the instructions on the ladder (i.e. minimum of 3-feet on ladders up to 36-feet).
- When possible, use a second person to help carry, put up, or take down the ladder. Some helpful hints to setting up an extension ladder are:
 - Place the ladder feet flat on the ground and when possible, block the feet against a building or other securely fixed object. By blocking the ladder against a fixed object, you inhibit the bottom from sliding out.

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- It is alright to have another person foot the ladder by securely standing with one foot on the bottom rung of the ladder. As you lift the ladder, they can keep the bottom from sliding out and help guide it up.
 - Note:** While raising an extension ladder, keep the knees bent slightly and the back straight to avoid lifting injuries.
- Check for sufficient overhead clearance and make sure there are no power lines.
- Carefully raise the fly section using the rope and pulley system. After the bottom rung of the fly section clears the bottom rung of the base section, place one foot on the base rung to provide continuous footing.
- Carefully lean the ladder against the rail point of contact. The base should be one foot out from the point of rail contact, for each four feet of ladder length to the upper support point.
- Always be sure that the ladder locks are fully engaged, and the fly is in front of the base.
- Extend the ladder 3-feet above the point of contact for access to an upper level. Be sure both end caps and/or contact points are resting firmly against the building or object. Ladders with the walk-through railings attached shall only use the top ladder rung as the point of rail contact.
- Always tie-off the top of the extension ladder at the point of contact, so that it will not tip or slide. Another person shall hold the extension ladder while it is being tied-off.
- Do not use an extension ladder on a slippery surface (ex: smooth concrete) without securing the top and the bottom of the ladder. Use of a second person to hold the ladder is an acceptable method of securing the ladder at the bottom.
- Do not extend or lower an extension ladder when standing on it.
- If possible, tie-off the extension ladder at the bottom, so that it will not tip or slide. If this is not feasible, it is a good work practice to have a second person, hold the extension ladder at the bottom.

10.0 WORKING FROM A PORTABLE LADDER

- Always face the ladder when ascending, descending, standing or working from it.
- Keep your body centered on the ladder and never let your belt buckle pass beyond either ladder rail.
- Always position your body so that if you were to slip or have any uncontrolled body movement, you would not tip or slide the ladder.

10.1 Using Both Hands to Work from a Portable Ladder

It is alright to perform work using both hands up to the 6-foot standing level (i.e., the level your feet are at) without fall protection. When standing above 6-feet, a personal fall arrest system is required. If standing below the 6-foot level, the Fall Protection Procedure R-11-033 must still be applied if a ladder is being used next to an area where you could fall to the next lower level. An example of this type of work might be changing a light bulb using both hands, on a ladder positioned next to a handrail on a deck.

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10.2 Using One Hand to Hang onto a Ladder, and Work with the Other Hand

- It is alright to work from a ladder (i.e., up to 25-feet) when holding on to a ladder rung or rail with one hand and working with the other without supplemental fall protection.
- However, Fall Protection Procedure R-11-033 must still be applied if a ladder is being used next to an area, such as a handrail on a deck where you could fall to the next lower level. An example of this type of work might be turning a valve wheel.

11.0 TRAINING

A competent person will provide ladder training for each employee upon initial employment. The program shall ensure that each employee has been trained to recognize hazards related to ladders. Each employee will be trained in the procedures to be followed to minimize these hazards. Retraining shall be provided for each employee as necessary, so the employee maintains the understanding and knowledge acquired through compliance with this procedure. Contract Groups are required to train their personnel on this procedure.

12.0 REVIEW AND REVISION HISTORY

| Revision # | Preparer | Date | Description |
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| 0 | Mark Willand | 12/3/2021 | Reformatted and Numbered per Document Control Policy, R-63-001. |
| 1 | Brady Emmons | 9/19/22 | Performed Line-by-line review with no changes. Document Approver changed. |
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