

I. PURPOSE

Warner Bros Studio Operations (WBSO) is committed to preventing accidents and ensuring the safety and health of its employees. In order to provide a safe workplace, this Ladder Safety Program establishes procedures and responsibilities to ensure the safe use, maintenance, and inspection of ladders in the workplace. Under this program, employees will be informed of the contents of the Cal/OSHA Title 8 Portable Ladders Standard Section 3276 and increase employee awareness of portable ladders in the workplace.

This program applies to all employees who use portable ladders (step, extension, fixed access ladders) during the course of their work.

ACCESS TO THE PROGRAM

The written Ladder Safety Program is available to all WBSO employees. A copy of this program can be obtained or requested:

- In person at Building 137 – 2nd Floor, Safety & Environmental Affairs
- By calling (818) 954-2890 General Safety Department Office Line

II. RESPONSIBILITIES

Program Administrator

- Oversees implementation and enforcement of ladder safety policies
- Ensures training and recordkeeping compliance
- Conducts periodic audits and inspections

Supervisors

- Ensure employees follow ladder safety procedures
- Report damaged ladders and unsafe practices
- Enforce disciplinary actions for non-compliance

Employees

- Follow safe ladder procedures
- Attend required training
- Inspect ladders before use
- Report unsafe conditions immediately
- To immediately report any safety concerns to a supervisor or the WBSO S&EA.

III. Safe Use, Inspection and Maintenance of Ladders

Ladder Selection

- Only ladders rated for industrial use and appropriate load capacity shall be used
- Metal ladders are prohibited near electrical hazards
- Ladders must be correct height to avoid standing on the top two rungs
 - Extension Ladders should extend at least 3 feet above the landing point
 - Step ladders should allow you to work comfortably without using the top two steps/rungs.

Ladder Type – *Choose the ladder based on the task and environment*

Ladder Type	Description	Common Use Case
Step Ladder	Self-supporting, A-Frame	Indoor tasks, changing lights, painting, building sets
Extension Ladder	Non-self-supporting, adjustable length	Reaching rooftops, exterior work, accessing green beds
Platform/Podium Ladder	Step ladder with a platform	Long-duration tasks at height
Trestle Ladder	Double-sided, self-supporting	Two-person jobs
Articulated Ladder	Multi-position, foldable	Versatile tasks, tight spaces

Duty Rating & Load Capacity – *Ladders are rated by the maximum weight they can safely support, including the user and tools:*

Duty Rating	Type	Max Load	Typical Use
Type III	Light Duty	200 lbs.	Household Use
Type II	Medium Duty	225 lbs.	Light Commercial
Type I	Heavy Duty	250 lbs.	Industrial
Type IA	Extra Heavy Duty	300 lbs.	Construction
Type IAA	Special Duty	275 lbs.	Heavy Industrial

Inspection Procedures

Ladders must be inspected:

- Before initial use each day
- After any incident that may affect the integrity of the ladder
- Periodically to identify any visible defect

Inspection Checklist:

- Rungs and rails free of cracks, bends, or corrosion
- Feet and slip-resistant bases intact
- Locks and spreaders functioning properly
- Duty rating labels are legible and intact

For the full inspection checklist see Section 3.1: Ladder Safety Inspection Checklist

Maintenance & Storage

- Damaged ladders should be tagged “Do Not Use” and removed from service
- Repairs must be performed by qualified personnel only
- Ladders must be stored in dry, secure areas to prevent warping or damage

IV. Training, Reporting & Recordkeeping

Training Requirements

All ladder users must receive training that covers:

- Proper selection, setup, and inspection
- Safe climbing techniques (3-points of contact at all times)
- Hazard recognition (electrical, slippery surfaces, unstable ground)
- Factors contributing to falls
- Prohibited uses

Training Frequency:

- Upon hire
- Annually
- After any ladder-related incident

Reporting Procedures

Employees must report:

- Ladder defects or damage
- Unsafe ladder use or conditions
- Ladder-related injuries or near-misses

Reports should be submitted to your department supervisor and the safety department immediately.

Recordkeeping

The following records must be maintained:

- Training attendance and materials
- Inspection logs
- Incident reports
- Corrective actions taken

V. PROGRAM REVIEW

The WBSO Ladder Safety Program will be reviewed and updated periodically by S&EA to determine effectiveness in preventing employee incidents and to maintain compliance with regulatory requirements.