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	Date of issue: October 07, 2013	Revision: 1
ROW PORTABLE LADDER USAGE PROCEDURE		

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1.0 PURPOSE

This SMP establishes safe work practices and procedures for using ladders to perform work in the ROW, including station platforms.

2.0 DEFINITIONS

Link Control Center (LCC) – The primary location for controlling, monitoring and dispatching the entire Central Link Rail system including rail and bus operations in the DSTT.

Portable Ladder – A single rail ladder with crosspieces mounted on a single rail that is not self-supporting, a multi-section ladder, or a self-supporting ladder.

Right of Way (ROW) – The area that extends ten feet from the nearest rail and/or property that is dedicated to light rail operations.

SMP – Standard Maintenance Procedures

SOP – Standard Operating Procedures

TID – Track-way Intrusion Device



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3.0 REQUIREMENTS

- 3.1 Employee(s) will be trained on ladder use and safety.
- 3.2 Communications with LCC will be established per Rulebook.
- 3.3 Employees will wear proper PPE for the activities and locations in the ROW.
- 3.4 The ladder will be positioned where it cannot be displaced by activities or traffic. This can be accomplished by the use of a safety monitor, a physical barrier (cones), or by securing the upper or lower end of the ladder.
- 3.5 Only non-conductive ladders shall be used if such ladder can come within 10 feet of energized lines or equipment.
- 3.6 Care will be taken to ensure adequate clearance from the OCS lines.
- 3.7 All ladders shall be inspected prior to use and must be free of any damage that might affect the structural integrity of the ladder.
- 3.8 Where the surface is not even and level, the base of the ladder must be secured.
- 3.9 All portable ladders shall be of sufficient length and shall be placed so that workers will not stretch or assume a hazardous position.
- 3.10 Make sure the ladder is not moved, shifted, or adjusted while anyone is on it.
- 3.11 The ladder will be kept free of oil, grease, dirt or other slippery and/or electrically conductive material.
- 3.12 The work area shall be free of material, debris, or tools that would create a tripping hazard.



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- 3.13 Unsecured ladders will not be used on the platform edge while a moving train is passing.
- 3.14 When climbing a ladder, it is safest to utilize Three Points-of-Contact because it minimizes the chances of slipping and falling from the ladder. At all times during ascent or descent, the climber must face the ladder and have two hands and one foot, or two feet and one hand in contact with the ladder cleats and/or side rails. In this way, the climber is not likely to become unstable in the event one limb slips during the climb.
- 3.15 The climber must not carry any objects in either hand that can interfere with a firm grip on the ladder. Otherwise, Three Points-of-Contact with the ladder cannot be adequately maintained and the chance of falling is increased in the event a hand or foot slip occurs.

4.0 PROCEDURES

- 4.1 Inspect all ladders and equipment prior to use at the work site.
- 4.2 When setting up a non-self-supporting ladder, it must be placed at an angle of about 75 degrees. To achieve this, you must establish a 4:1 ratio between the ladder working length and the distance from the ladder base to the wall. Make sure that the ladder extends at least three feet above the top support point for access to a roof or other work level. Secure ladder in such a manner that will prevent it from falling into the path of a train.
- 4.3 Ensure that step ladders are fully opened with the spreaders locked.
- 4.4 Do not stand or step on the top step, top cap, rear braces or bucket shelf of a portable step ladder.
- 4.5 Place a barrier to establish a platform work area around the location of the work.



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- 4.6 The ground person will maintain a safety watch for passengers that may approach the work area and will notify personnel working on the ladder when a train is approaching the station. The worker on the ladder is to dismount before the train enters the station or work area.
- 4.7 Never mount a ladder that is placed within eight feet of the platform edge while a train is moving through the station on the same side the work is being performed.
- 4.8 The ladder may only be mounted after a train has departed the work area.
- 4.9 In the case of working on the TID near 144th street, two watchers are required (one looking each way) as this is high speed territory near a curve with two-way traffic and extra caution is necessary; or dial down the track speed to 10 mph.
- 4.10 While ascending or descending ladder, worker will face the ladder and both hands shall be free to hold onto the ladder.
- 4.11 Employees are prohibited from placing ladders on boxes, barrels, or other unstable objects.
- 4.12 The top of a non-self-supporting ladder must be placed so that both rails are supported equally.
- 4.13 Ladders are not to be moved, shifted, or extended when occupied.

5.0 RESPONSIBILITIES

- 5.1 It is the responsibility of each employee to follow all requirements of this SMP that require the use of ladders near the path of a train.
- 5.2 It is the responsibility of the Crew Chief and Training Chief to ensure that training is complete and documented.



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5.3 It is the responsibility of the Crew Chief to ensure that employees comply with this procedure.

5.4 It is the responsibility of any employee performing this work to halt any work that fails to meet this procedure or uses equipment that appears to have damage or defects that could hamper normal and safe operation.

6.0 APPENDIX

None

7.0 SUMMARY OF CHANGES

Revision 0 – 11/9/12

- Initial Issue

Revision 1 – 10/07/13

- Minor edits throughout