From: IMA"s Sonic Insurance Program
To: Sarah Jensen
Subject: [Test] Sonic Ladder Safety
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SONIC CLIENTS

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With the spring and summer storm season approaching. . .

It may be necessary to check roofs for damage caused by bad weather. Roof damage can be caused by wind, hail or standing water. While it is important to promptly check for and report any property damage to your insurance carrier, it is equally as **important that these checks are being performed safely**. Most Sonic Drive-Ins are built with a fixed ladder that provides roof access.

Before anyone accesses this ladder, it is important to ensure it is safe and ready for use.

- First, visually inspect the ladder. Is there anything that may cause an issue with ascending or descending it?
    - While performing a visual inspection, look for any sharp edges that may cause cuts, scrapes or punctures to the skin or anything that could catch on clothing.
    - You also want to look for any oily or slippery substances on the treads that could cause someone to slip.
    - You should also check to see if there are any bee, wasp or bird nests that may be disturbed by using the ladder.
- Second, ensure that the ladder is firmly secured to the side of the building.
    - Check rungs to ensure they are not broken, cracked or rusted.
    - Look for any missing hardware, any loose hardware or any hardware that is rusted.

If you find anything that compromises the ladder's safety and integrity, immediately tag it out of use. This helps ensure that everyone is aware that the ladder is not safe for use. You should then contact management or maintenance personnel to repair or replace the ladder.

While climbing a ladder, it is important to maintain three points of contact. That is to say, two feet and one hand, or two hands and one foot should be in contact with the ladder at all times. Additionally, you should not carry anything in your hands while climbing a ladder. If you need to carry something with you, wear a backpack to hold what you need.

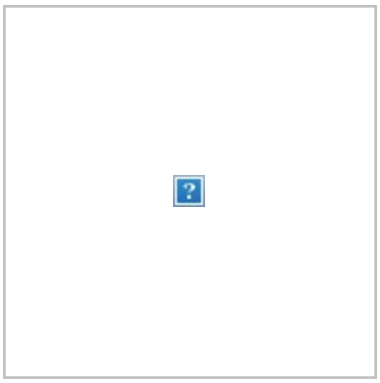
As a reminder, all fixed ladders should have a guard or gate that is locked securely at all times. This is to ensure that roof access is not available for guests or members of the

public. There are brackets with holes for a lock to secure the gate and ladder together.

If your location does not have a mounted ladder, an approved extension ladder may be used to access the roof. Extension ladders should be used per manufacturer's instruction and should be set on a level surface for proper footing. The ladder feet should be placed so that the horizontal distance between the feet and the top support is 1/4 of the working length of the ladder. See the image below for reference.

Using Stepladders

Some restaurants utilize step ladders to access items on higher shelves. As a rule of thumb, only lightweight objects should be stored on shelves higher than your shoulders. When using a step ladder to access these items, remember the three points of contact rule - use two hands and one foot, or one hand and two feet, to support your body while on a ladder. You should also follow the manufacturer's specifications when it comes to weight limits and which steps not to stand on. As with mounted ladders, you should visually inspect step ladders before use to ensure the ladder is safe.



If you have any questions regarding this information, please contact Renee Rhodes.

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