



# WEEKLY SAFETY MEETING

## LADDERS

Ladder selection varies with each job and is often the first choice for elevated work. Ladders MUST be evaluated on an individual basis; not all ladders are suitable for all jobs. When selecting a ladder consider the following:

- ✚ Ladders **SHALL** be inspected by a competent person and approved for use before being put into service.
- ✚ **Each user SHALL inspect ladders visually before using.**
- ✚ Ladders with structural defects, such as, but not limited to, broken or missing rungs, broken or split rails, corroded components or other faulty or defective components, **SHALL** be tagged with **"DO NOT USE"** or similar language and **SHALL** be immediately withdrawn from service. Report the defects to your foreman or tool crib personnel.
- ✚ Choose the correct ladder. Each ladder **MUST** be long enough to afford access to the work area without having to stand on the top two steps on an ordinary stepladder, or the top three rungs of a straight ladder.
- ✚ You must be tied-off if working 4 feet above or when working elevated 1 foot or more within 6 feet of a handrail.
- ✚ Ladders must be secured by tying off, i.e. nearby structural steel, piping, etc. If there is not a place to tie-off the ladder, such as a MCC room or office area, someone else must hold the ladder.
- ✚ If you cannot tie the ladder off, have another person hold the ladder for you.
- ✚ Ladders **MUST** be positioned on a firm, level, and substantial base.
- ✚ Ladders **MUST** have non-skid feet or be braced to prevent slippage.
- ✚ Stepladders should be spread open full.
- ✚ **DO NOT** use a stepladder as extension ladder or straight ladder.
- ✚ **DO NOT** use the braces on the backside of a stepladder as steps.
- ✚ **DO NOT** sit on top of a ladder.
- ✚ Employees **SHALL NOT** work from either the top three rungs of a straight ladder or from the top two steps of a step ladder.
- ✚ **NEVER** move a ladder when someone is on it.
- ✚ **NEVER** use a ladder as a brace, skid, gangway, platform, scaffold, material hoist or any other use than which it was intended.
- ✚ Only one person is allowed on a ladder at a time unless the ladder is specifically designed for multiple occupancy (e.g., twin stepladder).
- ✚ **ALWAYS** keep the area around the top and bottom of the ladder clear.
- ✚ Work within the siderails. If your belt buckle goes past the siderail, you are leaning out too far. Descend and reposition the ladder as needed to stay closer to your work.
- ✚ Short ladders **MUST** not be spliced together to form a long ladder, and ladders **SHALL NOT** be placed on boxes, barrels or other unstable bases for additional height.
- ✚ **DO NOT** load ladders beyond the maximum load for which they were built, nor beyond the manufacturer's rated capacity. Portable ladders **SHALL** be capable of supporting at least four times the maximum intended load. Take into consideration your weight and the weight of your tools and materials.
- ✚ Ladders used for access to a upper landing surface, **SHALL** have side rails that extend at least 3 feet above the landing surface.
- ✚ Ladders **SHALL** be maintained free of oil, grease and other slipping hazards.
- ✚ Extension or straight ladders **SHALL** be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one quarter of the working length of the ladder. This is the 4 to 1 rule.
- ✚ When ascending or descending a ladder, the user **SHALL** face the ladder and maintain constant 3-point contact.
- ✚ The user **SHALL NOT** carry any object or load that could cause them to lose balance and fall. All tools and materials **SHALL** be hauled up in a bucket or similar container or placed in tool belts rather than be carried up by hand.
- ✚ Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways or driveways, **SHALL** be barricaded and / or **SHALL** have warning signs posted.
- ✚ If using ladders where the employee or the ladder could contact exposed energized electrical equipment, they **MUST** have nonconductive siderails such as fiberglass. They also **MUST** be positioned at the designated safe distance away from the exposed energized equipment.
- ✚ Metal and wood ladders are prohibited.
- ✚ Ladders **MUST** be kept in a safe condition. Store ladders in designated areas on racks or hooks. Ladders should be secured so they will not be knocked over.



Meeting Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Location: \_\_\_\_\_

**Attendees: (Please print clearly)**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# WEEKLY SAFETY MEETING

## LADDERS QUIZ

1. Ladders should be our last choice for performing elevated work tasks. True or False? \_\_\_\_\_
2. Ladders shall be inspected by a competent person and approved for use before being put into service. True or False? \_\_\_\_\_
3. Ladders with structural defects don't have to be tagged and taken out of service. No one will use it. True or False? \_\_\_\_\_
4. It is ok to sit and work on the top step of a step ladder. True or False? \_\_\_\_\_
5. It is ok to stand on the cross brace on the back side of a step ladder. True or False? \_\_\_\_\_
6. Extension or straight ladders shall be used at a 4 to 1 rule. True or False? \_\_\_\_\_
7. Metal or wood ladders are prohibited. True or False? \_\_\_\_\_
8. When ascending or descending a ladder, the user shall face the ladder and maintain constant 3-point contact. True or False? \_\_\_\_\_
9. You must be tied-off when working \_\_\_feet or above and when working elevated 1 foot or more within 6 feet of a handrail:
  - a. 7
  - b. 12
  - c. 4
 \_\_\_\_\_
10. Ladders MUST have non-skid feet or be braced to prevent slippage. True or False? \_\_\_\_\_
11. Keep the area below your ladder clear of trip hazards. True or False? \_\_\_\_\_
12. Do not use a ladder if you and your tools will exceed its load rating. True or False? \_\_\_\_\_
13. Ladders should be tied and secured to adjacent structural steel, piping, etc. or have someone hold it for me. True or False? \_\_\_\_\_
14. For ladders used for access to an upper landing surface, the side rails must extend at least \_\_\_feet above the landing surface.
  - a. 3
  - b. 8
  - c. 0
 \_\_\_\_\_
15. If I will be working on a ladder in areas such as a doorway, I need to barricade the work area. True or False? \_\_\_\_\_
16. Ladders must be placed a safe working distance away from exposed energized electrical equipment. True or False? \_\_\_\_\_
17. It is ok for short ladders to be spliced together to make a longer ladder. It looks cool on YouTube. True or False? \_\_\_\_\_
18. Ladders should be stored out of the way and out of direct sunlight. True or False? \_\_\_\_\_



Printed Name: \_\_\_\_\_ Trained by: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Trained by Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Location: \_\_\_\_\_