



A MINI TRAINING SESSION FOR INJURY PREVENTION

Quick Take on Safety

Ladder Safety

TRAINING OVERVIEW AND OBJECTIVES

- Overview: Discusses hazards related with ladder use. It encourages inspection and use of best practices when setting up and using a ladder.
- Purpose: Refreshes employees about the hazards of ladder use and methods to address them before injuries develop.
- Preparation:
 - Read and become familiar with this Quick Take. *Change as needed to reflect procedures and personnel in your department.*
 - Have ladder(s) on hand for reference and/or demonstration.
- Handouts: Quick Review of Safety-Ladder Safety

Ladder Hazards

Ladder use is one of the leading causes of injuries and fatalities in the workplace. Typically ladder accidents can be divided into three categories:

- Falls from height
- Electric shock when using, holding or carrying a ladder and coming into contact with a live wire
- Being struck by tools or other objects falling from a ladder

We must choose the right ladder for each job or task. It must be the correct length, in good condition and used correctly. Remember that ladder use presents some risk; however, with proper preparation and controls we can minimize this risk. Your health and safety are important to us, we don't want you to get hurt.

General

- Always inspect the ladder before each use: [*Instructor prompt: Demonstrate inspection on available ladder*]
 - Look for broken rungs or rails.
 - Inspect all pulleys, ropes and locks.
 - Check for corrosion.
 - Check the footings, pads and rungs to make sure they still provide a nonskid surface. Pay particular attention to open-ended hollow rungs on metal ladders for signs of corrosion inside the rungs. If any defect is found, the ladder should be tagged unsafe and taken out of service.
 - If it cannot be fixed, the ladder should be disposed of properly.
- Always verify and follow the manufacturer's rated load capacity before using a ladder. This includes the weight of the user and any tools or equipment.

- Ladders should only be used for the purposes for which they were designed. Residential use ladders should not be used in workplace settings.
- Do not use ladders in doorways or other high-traffic areas without preparation. Locking the door, using warning signs or cones to mark the area, or having a co-worker keep watch are examples of preparing to work in these more hazardous locations.
- Always set the ladder on a level and stable surface. Do not use other materials to raise the height of the ladder. If a ladder won't reach, find a different ladder or other stable equipment.
- Always face the ladder when going up and down.
- Remember the three-points-of-contact rule: Always have at least two hands and one foot, or two feet and one hand in contact with the ladder at all times.
- Do not extend the midline of your body beyond the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.
- Never use ladders horizontally like a platform.
- If tools are to be used, they should be carried in a tool belt or pulled up with a rope after you have reached your destination. Tools should not rest on steps of the ladder when not in use.
- Store ladders in a secure place where they cannot tip over.
- Do not step on the top cap or top step of a ladder. Follow the manufacturer's label and warning stickers for more information on proper use.

Extension Ladder Safety

- Make sure to scan above to make sure there are no hazards, such as electrical wires, that will come into contact with the ladder or otherwise endanger you.
- When using extension ladders, follow the one-to-four rule. This means if you are using a 12-foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself for reference.
- Extension ladders should be fully retracted before attempting to reposition them.
- The ladder should reach a minimum of three feet above the point of support and should be secured whenever possible.
- Only make adjustments to the ladder when standing at the base, not when standing on the ladder or from a position above.
- Ensure locks are firmly engaged.

Stepladder Safety

- Before use, scan work area to ensure that there are no hazards above or around you.
- When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- Do not use a stepladder like an extension ladder and lean it against a wall. Step ladders should always be spread out fully.

DISCUSSION QUESTIONS

- What are the key items to inspect before using a ladder?
- What is the proper way to set up an extension or stepladder?
- What are the key components of safe ladder use?

[Title] Session Planning and Review

Trainer

Training
Date

Department(s)

TRAINING GOALS

- Employees know what to look for in a pre-use ladder inspection.
- Employees know how to safely set up a ladder for use.
- Employees know how to safely use a ladder.

RESOURCES

- Minnesota Counties Intergovernmental Trust, Public Works or Solid Waste Loss Prevention Best Practices Guide, Chapter 18, MCIT.org
- Occupational Safety and Health Administration, Walking-Working Surfaces Standard-Ladders 1910.23, OSHA.gov

REVIEW

Did the training meet the stated goals?

How can the training be improved?

TRAINER COMMENTS

