



GOALS

This safety session teaches employees to:

- Understand how to choose, inspect, and use portable ladders correctly.

Applicable Regulations: 29 CFR 1910.23



1. Proper ladder selection, inspection, and use can prevent falls and injuries.

The Occupational Safety and Health Association (OSHA) standards cover ladder design as well as requirements for:

- Inspecting ladders and removing unsafe ladders from use; *and*
- Safe ways to climb and work on ladders.

2. Select the right ladder for the job.

Use a ladder, not a chair or box, to reach heights. The ladder should be:

- Tall enough to reach the height you need.
- Rated to handle the combined weight of you, your materials, and your equipment.
 - Ladders are rated I-A (holds 300 pounds); I (250 pounds); II (225 pounds); III (200 pounds. Not usually used on the job).
- Safe for the conditions:
 - Don't use metal ladders around electricity, because metal is a conductor.

3. Inspect every ladder before using it.

- Don't use a ladder that has any missing or broken parts.
 - Tag it as defective and remove it from service.
 - Don't try to fix a ladder yourself.

A ladder should have:

- No missing parts;
- Firmly attached slip-resistant steps, rungs, or cleats free of grease or oil;
- Tight support braces, bolts, screws, and spreaders;
- Lubricated metal parts;
- Safety feet;
- Rope in good condition (not worn or frayed);
- No splinters or sharp edges; *and*
- No dents or bent parts in metal ladders.

4. Set up a ladder firmly and properly.

- Place it on level floor or ground, with feet parallel to the surface it rests against.
 - Place the ladder on wide boards if the ground is soft or broken.
- Extend the ladder at least three feet above the top support.
 - Don't rest it on a window or window sash or in front of an unlocked door.
- Anchor the top. Tie the bottom, or have someone hold it.
- Set up straight and extension ladders at the proper angle.
 - The distance from the base of the ladder to the wall or other vertical surface should be one fourth of the ladder's working length.



5. Climb and work on ladders safely.

- Wear shoes with clean, nonskid, nonleather soles.
- Allow only one person at a time on a ladder.
- Climb up and down facing the ladder with hand, on rungs or side rails, and maintain 3 points of contact.
- Carry tools on a belt or rope or hoist.
- Work with one hand on the ladder.
- Don't stand on the top two stepladder steps or top four ladder rungs.
- Move slowly and cautiously on a ladder.
- Don't move a ladder while you're on it.
- Center your body on the ladder so your belt buckle is between the side rails.

6. Carry and store ladders properly.

- Carry a ladder with another person when possible.
 - If you must carry alone, balance the center on your shoulder. Keep the front end above your head and the back end near the ground.
- Store ladders in a dry, ventilated area kept at a moderate temperature.
- Store ladders standing up, if possible.
 - If they must lie down, support both ends and the middle to prevent sagging or warping.
- Don't keep anything on a stored ladder, or the ladder will warp.



DISCUSSION POINTS:

- Ask participants which jobs they perform that would be dangerous with a metal ladder.
- Ask for specific suggestions of how they would carry the tools and materials they use while working on ladders.



CONCLUSION:

- Attention to portable ladder safety prevents injuries.
- Take the time to choose, inspect, and use a ladder safely.



TEST YOUR KNOWLEDGE:

Have your employees take the Working Safely with Ladders quiz. By testing their knowledge, you can judge their understanding of how to prevent these accidents and whether you need to review this important topic again soon.



Safety **Working Safely with** Trainer **Ladders**

WORKING SAFELY WITH LADDERS QUIZ

- 1. The Occupational Safety and Health Administration (OSHA) standards cover ladder inspection and safe use procedures.**
 - a. True
 - b. False
- 2. A ladder's rating (I-A, I, II, III) tells you:**
 - a. The combined weight of person and equipment it can handle safely
 - b. The number of people it can handle safely.
 - c. What type of temperature conditions it can handle safely
- 3. When you work around electricity, you should use a metal ladder.**
 - a. True
 - b. False
- 4. To prevent falls, ladder rungs and step surfaces should be:**
 - a. Worn thin
 - b. Slip-resistant
 - c. Treated with oil
- 5. If a ladder is damaged or has parts missing, you should:**
 - a. Fix it.
 - b. Use it.
 - c. Tag it and turn it in.
- 6. A ladder should extend:**
 - a. Only to the top support
 - b. At least 3 feet above the top support
 - c. 6 ft above the top support
- 7. The distance between the ladder's base and the surface it leans against should be:**
 - a. About 6 inches
 - b. One-fourth the ladder's working length
 - c. One-half the ladder's working length
- 8. The maximum number of people permitted on a ladder is:**
 - a. One
 - b. Two
 - c. Depends on the weight of the people
- 9. When you climb a ladder, you should face the ladder and keep 3 points of contact.**
 - a. True
 - b. False
- 10. The best way to carry tools on a ladder is:**
 - a. In your hand
 - b. On a belt, rope, or hoist
 - c. In your back pocket

When you have completed this quiz, turn it in to your supervisor.

Name: _____

Date: _____



Safety Trainer **Working Safely with Ladders**

ANSWERS TO WORKING SAFELY WITH LADDERS QUIZ

1. a. True.
2. a. The combined weight of person and equipment it can handle safely.
3. b. False. Metal conducts electricity and shouldn't be used around it.
4. b. Slip-resistant.
5. c. Tag it and turn it in.
6. b. 3 ft above the top support.
7. b. One-fourth the ladder's working length.
8. a. One.
9. a. True.
10. b. On a belt, rope, or hoist.