



Extension Ladder Safety

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” for extension ladder use

Discussion Leader Duties:

- ✓ Obtain a ladder to use during the discussion to demonstrate key points

Discussion Notes:

- ✓ Discuss the outcomes of the “Do’s” and “Don’ts”

- Do**
- Use one ladder that is right for the job by checking classification and capacity labels
 - Look overhead before placing a ladder; avoid power lines and other electrical hazards
 - Use a ladder that is in service, in good condition, secured, and set on an even surface
 - Face the ladder, use caution, stay inside the rails, and use 3-point contact
 - Use a tool belt to carry tools, or use a bucket to lift objects to the work area
 - Remove clutter, check for slippery surfaces, and wear non-skid rubber-soled shoes
 - Use a barricade to keep traffic and activity away from the ladder

- Don’t**
- Take apart, tie together, or use other ladders as alternative extension ladders
 - Assume the area is clear of hazards or use a ladder within 10 feet of electrical lines
 - Use a ladder that is out of service, damaged, not secured, or on an uneven surface
 - Turn around on the ladder, rush, reach past the rails, or stop using 3-point contact
 - Carry heavy objects or tools up the ladder or carry tools in hand
 - Climb a ladder with slippery shoe soles, clutter, or slippery surfaces
 - Leave the ladder unattended

Discussion questions:

1. Are mulches and soft soils level, stable surfaces for extension ladder use?
2. Can extension ladders be tied together or separated to adjust the size?
3. Can an extension ladder be used in the wind if it is on a level, stable surface?

Meeting note:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record:	Date: _____	Jobsite/Facility: _____	
	Trainer: _____	Title: _____	
Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/

(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1 (d), 2. (b), 3. (b), 4. (c), 5. (a), 6. (b)

Toolbox Talks safety information provided by Texas Mutual Insurance Company.



Toolbox Talks

A BIWEEKLY HANDY GUIDE FOR YOUR SAFETY MEETINGS

Extension Ladder Safety

RAISING EXTENSION LADDERS



1

When setting up an extension ladder, first position it flat on the ground with the bottom of the ladder touching the base of the building and the base section on top.



2

Lift the ladder by "walking" it up with your hands, one rung at a time.

4

Bring the base of the ladder away from the building until it's at the proper 75½° angle. The base of the ladder should be one foot away from the building for every four feet of the ladder's length to the support point. This puts the ladder in its strongest position.

Make sure the ladder shoes are correctly positioned.

Make certain the rung locks are fully engaged over the base rung.

3

Pull the base of the ladder slightly away from the building. Lift the fly section and engage the rung locks.





Employee Quiz

Topic: Extension Ladder Safety

Employee Name: _____

Circle the correct answer below.

- | | |
|---|--|
| <ol style="list-style-type: none">1. Working safely with extension ladders includes:<ol style="list-style-type: none">a. Removing clutterb. Checking for slippery surfacesc. Wearing non-skid rubber-soled shoesd. All of the above2. Would it be ok to leave a ladder unattended?<ol style="list-style-type: none">a. Yesb. No3. What should you use to keep traffic and activity away from the ladder?<ol style="list-style-type: none">a. Tool Beltb. Barricadec. A & Bd. None of the above | <ol style="list-style-type: none">4. You can verify a ladder is right for the job by:<ol style="list-style-type: none">a. Checking classification labelsb. Checking capacity labelsc. Both A & Bd. All of the above5. If a ladder is in good condition, secured, and set on an even surface it is safe to use.<ol style="list-style-type: none">a. Trueb. False6. The safe way to carry tools up the ladder is:<ol style="list-style-type: none">a. In your handsb. Using a tool beltc. A & Bd. None of the above |
|---|--|

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____