



Preventing Ladder Falls

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” of ladder safety.

Discussion Leader Duties:

- ✓ Demonstrate the proper way to use ladders, including positioning and fall protection measures.

Discussion Notes:

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

- Do**
- Safely position ladders each time they are used.
 - Ensure ladders do not slip from their supports and are securely positioned.
 - Know how much weight your ladder is designed to support.
 - Use ladders that are compliant with OSHA standards.
 - Inspect ladders prior to use to ensure there are no damages or cracks.
 - Position ladders so the side rails extend at least three feet beyond the top surface.
 - Keep at least three points of your body in contact with the ladder at all times when climbing (e.g., two feet and one hand).

- Don’t**
- Reach outside the ladder side rails. Prevent loss of balance by moving the ladder so you do not have to reach.
 - Put ladders on unstable or slippery surfaces.
 - Move or adjust a ladder while a person or equipment is on it.
 - Stand on the top cap of a stepladder.
 - Set up ladders in busy or high traffic areas.

Discussion questions:

1. What factors should you include when considering a ladder’s maximum intended load?
2. Why should ladders be set up in low traffic areas?
3. Why should you face the ladder when climbing or descending?
4. How often should ladders be inspected for damage or defects?

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) |
| _____ | / | _____ | / |
| _____ | / | _____ | / |
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| _____ | / | _____ | / |

(Continue recording signatures on a separate sheet of paper)

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



Preventing Ladder Falls

Hazards include:

Ladder falls can result in serious injury or even death.

Smart Safety Rules

- Always face the ladder when climbing or descending.
- When using a job-made ladder, ensure that the rungs are equally spaced and there are no sharp edges or nails jutting out that might catch on clothing or cause injury.
- Position ladders that are designed to lean against a wall or other support so that the horizontal distance from the top support to the foot of the ladder is approximately $\frac{1}{4}$ the working length of the ladder.
- Keep the area around the top and bottom of the ladder clear.
- Do not carry loads up and down the ladder with you, as this increases your chance for losing your balance and falling.



Employee Quiz

Topic: Ladder Safety

Employee Name: _____

Circle the correct answer below.

1. It is ok to climb a ladder while carrying materials, as long as you have one free hand.
 - a. True
 - b. False
2. Which of the following guidelines are important for constructing job-made ladders?
 - a. Rungs are equally spaced
 - b. No missing steps or rungs
 - c. No nails or sharp edges sticking out
 - d. All of the above
3. Ladders must be placed on what kind of surface?
 - a. Wooden surfaces
 - b. Concrete surfaces
 - c. Stable surfaces
 - d. Slippery surfaces
4. While on a ladder, it is acceptable to lean outside the side railings to reach a nearby location.
 - a. True
 - b. False
5. When using a 20-foot leaning ladder, how far above the top surface should your ladder extend?
 - a. At least 5 ft.
 - b. At least 2 ft.
 - c. At least 3 ft.
 - d. At least 1 ft.

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