



Stairway and Ladder Safety

What this Toolbox Talk Covers:

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

Discussion Leader Duties:

- ✓ Obtain a ladder, and demonstrate proper angle, supports, treads, cross braces and rails.

Discussion Notes:

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

- Do**
- Know the hazards of improper ladder use and unprotected stairways.
 - Know the correct angle, supports, treads, cross braces and rails for ladders.
 - Inspect ladders before use for cracks, dents and missing rungs.
 - Secure ladders to prevent accidental movement due to workplace activity.
 - Keep the area around the top and bottom of a ladder clear.
 - Face the ladder and use one or both hands when going up and down.
 - Mark or tag defective ladders “Do Not Use,” and withdraw from service until repaired.
 - Install handrails on stairways of four or more steps, and stair rails when there is a fall hazard of six feet or more.
 - Do Not Reach! Get down and move your ladder over instead of reaching off to the side.

- Don’t**
- Tie ladders together to make sections longer, unless designed for such use.
 - Use single rail ladders.
 - Load ladders beyond the maximum load for which they are built, nor beyond the manufacturer’s rated capacity.
 - Use ladders on slippery surfaces unless secured or provided with slip-resistant feet.
 - Use top or top step of a stepladder as a step.
 - Use cross bracing on the rear of a stepladder for climbing unless designed for that.
 - Carry any object or load that could cause you to lose balance.

Discussion questions:

1. What are the hazards of improper ladder use?
2. What is the proper way to go up and down a ladder?
3. When should handrails be installed?
4. When should stair rails be installed?

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. (a), 3. (d), 4. (b), 5. (a), 6. (c)

Toolbox Talks safety information provided by Texas Mutual Insurance Company.



Stairway and Ladder Safety

Hazards include:

Slips, trips and falls

Smart Safety Rules

- Ensure ladder rungs are spaced 10 to 14 inches apart
- Side rails of ladder extensions should be at least 3' above the upper landing surface
- Side rails should be wood or fiberglass if ladder may come in contact with energized electrical equipment
- Install handrails that are at least 3 inches from the wall or other objects and can withstand a force of 200 lbs. at the top of the rail
- Overall angle of stairs should be between 30 and 50 degrees
- Fill temporary pan stairs to the top edge of each pan, and replace temporary treads and landings when worn below the top edge.



Employee Quiz

Topic: Stairway and Ladder Safety

Employee Name: _____

Circle the correct answer below.

1. Which of these is a potential stairway and ladder hazard?
 - a. Slips
 - b. Trips
 - c. Falls
 - d. All of the above
2. It is okay to carry any object or load up a ladder as long as you can keep your balance.
 - a. True
 - b. False
3. When is it appropriate to use a single rail ladder?
 - a. When it is raining outside.
 - b. When a coworker holds the bottom of the ladder.
 - c. When working near energized electrical equipment.
 - d. It is never appropriate.
4. It is okay to use to the top of a ladder as a step.
 - a. True
 - b. False
5. Side rails of ladder extensions should be at least _____ above the upper landing surface.
 - a. 3 feet
 - b. 2 feet
 - c. Side rails should be level with the upper landing surface.
 - d. Side rails do not need to be above the upper landing surface.
6. If side rails may come into contact with energized electrical equipment, what material(s) should they be made of?
 - a. Wood
 - b. Fiberglass
 - c. Both A and B
 - d. None of the Above

Training record:

Date: _____
Trainer: _____

Jobsite/Facility: _____
Title: _____