

## Safety meeting blueprint

✓ Meeting Topic: Ladder safety

✓ Today's Date: \_\_\_\_\_

✓ Attendee Signatures:

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Have you ever noticed someone working from an elevated surface? Chances are, you hoped the person wouldn't fall off. But the odd part is, when you're in a similar situation, you sometimes don't even think twice about falling. But you should – especially when you're on a ladder.

Here's why: OSHA estimates that every year about 25,000 employees in the U.S. are injured while using a ladder improperly. That's why you should always keep ladder safety in mind.

### Inspect the equipment

Make sure to select the right type of ladder for the task at hand. Always choose one with nonskid feet or spurs.

Then inspect the ladder. Wooden ladders should be checked for cracks, rot, splinters, broken rungs and loose bolts. Aluminum and steel ladders should be inspected for sharp edges.

Remember: If a ladder is in poor condition, take the ladder out of service and tag it with a "Do Not Use" label.

To set up your ladder, place it on a firm and level surface to prevent slippage. Secure the top and bottom of the ladder with ropes and straps.

Also, remember the 4-to-1 ladder rule. For example, if the ladder is extended 8 feet, put the ladder 2 feet from the supporting structure.

Plus, verify that the ladder extends at least 3 feet above the top of the support's edge. For instance, if the ladder is being used to access a roof, make sure that at least 3 feet of the ladder extends beyond the top of the roof.

### Clean the area nearby

Be aware that ladders need to be placed at least 10 feet away from overhead electrical lines to prevent electrocution. Also, if you put a ladder in front of a door, be sure the door is locked and blocked so that someone doesn't open the door and cause a fall injury by knocking over the ladder.

Double-check that you have enough room to step on and off the ladder. To do

so, clean the area and remove nearby tools and debris.

### Climb the ladder safely

At this point, you're ready to use the ladder. Before stepping on the ladder, wipe off any water, oil, or grease from your shoes. And if you need to carry something while you're on the ladder, use a tool belt.

As you climb up and down the ladder, face the front of it the whole time. Don't climb quickly; take it slow – you're not in a rush.

*(How many points of contact should you keep as you climb a ladder?)*

Keep at least three points of contact with the ladder at all times. In other words, have at least two hands and one foot, or two feet and one hand, on the ladder.

Bonus: Never stand on any of the top three rungs of a ladder, never lean out to the side while you're on a ladder and never overreach.

Thanks for your attention. And remember, let's stay safe out there!

*(See next page for Test)*

## Safety meeting blueprint: Test your knowledge

### Meeting Topic: Ladder safety

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| <p><b>1. How many points of contact should you keep with a ladder at all times while using it?</b></p> <p>a. One<br/>b. Two<br/>c. Three<br/>d. There are no hard-and-fast rules for maintaining contact with ladders</p> <p><b>2. Wooden ladders should be inspected for</b></p> <p>a. Cracks<br/>b. Rot<br/>c. Splinters<br/>d. All of the above</p> <p><b>3. To prevent slippage, place a ladder on a surface that's</b></p> <p>a. Rough and uneven<br/>b. Firm and level<br/>c. Rough and level<br/>d. Firm and uneven</p> | <p><b>4. You should never overreach while you're on a ladder. True or False?</b></p> <p><b>5. How many feet should a ladder extend above the top of the support structure's edge?</b></p> <p>a. 2<br/>b. 3<br/>c. 6<br/>d. 10</p> <p><b>6. Where should be facing as you climb up or down a ladder?</b></p> <p>a. Toward the ladder, with it in front of you<br/>b. Away from the ladder, with it behind you<br/>c. Toward the left<br/>d. Toward the right</p> <p><b>7. What should you do if a ladder is in poor</b></p> | <p><b>condition?</b></p> <p>a. Use it anyway<br/>b. Take it out of service and tag it with a "Do Not Use" label<br/>c. Try to jury-rig it<br/>d. None of the above</p> <p><b>8. To prevent electrocution, a ladder must be placed at least how many feet away from overhead electrical lines?</b></p> <p>a. 2<br/>b. 3<br/>c. 6<br/>d. 10</p> <p><b>9. Aluminum ladders should be inspected for defects such as</b></p> <p>a. Spurs<br/>b. Nonskid feet<br/>c. Sharp edges<br/>d. All of the above</p> | <p><b>10. According to OSHA, about how many employees in the U.S. are injured each year because they used a ladder improperly?</b></p> <p>a. 5,000<br/>b. 10,000<br/>c. 25,000<br/>d. 100,000</p> <p><b>11. What should you use to carry items while you're on a ladder?</b></p> <p>a. A tool belt<br/>b. Your hands<br/>c. Nothing; leave the items on the ground nearby<br/>d. None of the above</p> <p><b>12. As long as you maintain contact with a ladder, it's OK to stand on one of the top three rungs of it. True or False?</b></p> |
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### Test your knowledge: The answers

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| <p>11. a. And don't forget that you need enough room to step on and off a ladder. That's why you can't leave any items on the ground nearby.</p> <p>12. False. You should never stand on any of the top three rungs of a ladder. Doing so may cause the ladder to tip over - taking you with it.</p> | <p>1. c</p> <p>2. d</p> <p>3. b</p> <p>4. True. If you overreach, you could lose contact with the ladder, which could cause you to lose your balance, fall off and suffer an injury.</p> <p>5. b</p> <p>6. a</p> <p>7. b</p> <p>8. d</p> |
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