

Ladder Safety

Safety Meeting Packet

Protect Your Workforce



The use of ladders in the work environment leaves workers susceptible to serious injury and, in rare cases, death. Understanding how to choose the correct ladder for the job, how to properly inspect and maintain a ladder, and how to use a ladder safely can go a long way in reducing the risk of falls and injuries. This, in turn, prevents work incidents and keeps the work environment safe.

Choosing the Right Ladder

Ladders come in a variety of styles, heights, and weight capacities. It is important to choose the ladder that is best suited to the job at hand. The two main styles of ladders are step ladders and rung or extension ladders. Step ladders are self-supporting, A-frame ladders that are typically used for tasks at low to medium heights. Rung or extension ladders are non-self-supporting ladders that can be adjusted in length. These ladders are used for tasks at greater heights.

Ladders should never be used outside the parameters set by the manufacturer and should always be used in accordance with OSHA requirements. More information on OSHA requirements can be found at www.osha.gov.

Safety Tips

Regardless of the job being performed, there are general safety tips for using a ladder.

- Place the ladder on a flat, stable surface. Never place a ladder on boxes or other objects to increase the height.
- When using a rung or extension ladder, make sure any extenders are securely locked in place.
- When climbing a ladder, stay within the side rails of the ladder itself. Moving outside of the rails could shift the ladder's balance, increasing the chance of falling.

- The base of a straight ladder should be one foot away from the edge of the upper landing for each four feet in vertical height. The top of the ladder should exceed the top support point by at least three feet.
- Never use a ladder outside of the weight capacity specified by the manufacturer. Operating outside of this weight capacity could threaten the structural integrity and strength of the ladder.
- Avoid carrying or moving equipment and materials by hand when using a ladder. It is safer to use lift lines, tool belts, or hoists.
- Be mindful of live electrical conductors. When working around electricity, always allow for at least ten feet between any electrical conductors and the ladder, employee, and any tools.

Inspection and Maintenance

All ladders should be inspected regularly for any type of necessary maintenance work.

- Check the ladder for any loose or missing parts or pieces (i.e. bolts, screws, rungs, bracing, rails).
- Look for any sign of physical damage, such as cracks, dents, or corrosion.
- Make sure the ladder is free of debris, coverings, or slippery substances like mud, water, paint, or tape.
- Should any type of damage be found, repair or replace the ladder immediately.



For additional information, please review OSHA Walking-Working Surfaces Standard 29 CFR 1910.23 and OSHA Stairways and Ladders Standard 29 CFR 1926.1053.



Ladder Safety

Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
