



BREAKROOM SAFETY MEETINGS



Safety Services Company-Safety Meeting Division, PO Box 6408, Yuma, AZ 85366-6408 Toll Free (866)204-4786

Company Name: _____ Workplace Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Instructor/Supervisor: _____

Topic M8: Ladder Safety

Introduction: Ladders are an important versatile piece of equipment commonly seen around the workplace. Ladders come in many different varieties such as straight ladders, extension ladders, step ladders, frame ladders, job-built ladders, and scissor ladders. Although a ladder seems simple enough to use, unsafe ladder practices are the primary hazard involving ladders.

Section I: One of the reasons:

Meetings can be customized with your company name and logo

- **Ladder Safety** - Employees can slip or lose their balance while climbing.
- **Over-reaching** while working on top of a ladder.
- **Weather conditions** can affect safety when ladders are used outside.
- **Slippery substances** such as grease or oil on rungs can cause slips and falls.
- **If a ladder** is not set up properly, it can shift causing the person on the ladder to fall.
- **Unprotected ladders** set up in opening doorways or high traffic zones can be bumped into or knocked over.
- **There is always** the hazard of a falling object from workers carrying too many tools or material up a ladder.

Great selection of topics to choose from to customize your training program

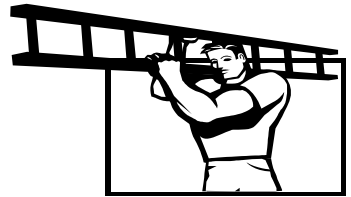


Section II: Virtually all ladder injuries can be avoided if employees are properly trained in the safe use of ladders.

For safe ladder use observe these guidelines and regulations:

- **Always inspect** any ladder for damage or defect prior to use. Inspect for broken or missing rungs or steps, broken or split side rails, defective or missing safety feet, corrosion, securely fitting components between steps and side rails, rungs that are free of grease and oil, and no splinters or sharp points that may snag clothing. Check that moving parts operate freely without binding or excessive play, wheels or pulleys are properly lubricated, and any frayed or worn ropes on extension ladders are replaced.
- **If upon inspection**, faulty or defective components are discovered, the ladder must be immediately tagged and removed from service. The ladder may not be returned to service until repaired to the original manufacturer's specifications are made.
- **Use only ladders** meeting length and load capacity for their intended application.
- **Never use** metal ladders near electrical equipment. Welding arc welding must not be done from a metal ladder.
- **Always set up** ladders on stable solid surfaces. Do not use chairs, blocks, or crates to extend reach.
- **Never stand** on the 4 top rungs of a straight or extension ladder, or on the top 2 steps of a step ladder.
- **Hoist tools** and other material up after reaching the top of the ladder. Using tool belts helps to manage tools while working from a ladder.
- **Never over-reach** while working from a ladder. Work with your body within the ladder's side rails. Descend and re-position ladder as needed to stay close to work.
- **Rungs or steps** on metal ladders must be treated to prevent slipping. Treatment may include being corrugated, dimpled, knurled, or coated with non-skid, slip-resistant material.
- **Ladder side rails** must extend 3 feet above the top landing. If this is not feasible due to the ladder's length, then the ladder must be securely tied off at the top to a non-moveable support, and grab rails must be provided for access.
- **Never tie** different ladders together to make them longer unless specifically designed for this purpose.
- **Ladders must** not be shifted, repositioned or extended while being used.
- **When traveling** up or down ladders, always observe safe ladder techniques. Always face the ladder, using a three point climbing technique - with both feet and one hand, or both hands and one foot in contact with the ladder at all times. Never carry loads or objects that could cause you to lose your balance and fall.

Each sentence covers important safety regulations and reminders



Conclusion: OSHA regulations require specific ladder safety training. Employees who use ladders must be taught to recognize hazards relating to ladder use. Employees must understand the proper construction, appropriate selection, load limits, placement, care, and other restrictions in ladder handling. All employees must also understand OSHA requirements and be retrained as necessary to maintain their understanding of safe ladder practices. Follow these guidelines for safe ladder use.

Employee Safety Suggestions and Specific Workplace Hazards: _____

Personnel Safety Violations: _____

Employee Attendance: _____ (Personnel who are attending this meeting)

Verification of employee attendance and safety suggestions

EMPLOYEE QUIZ demonstrates your employee's understanding of material

Instructor's / Supervisor's Signature: _____

Instructor's initials: _____ **Date:** ____/____/____ **Time:** ____:____ AM / PM

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.

ANSWERS TO EMPLOYEE QUIZ: 1) B, 2) C, 3) B, 4) C, 5) D, 6) B