



SITE SAFETY MEETING - TOOL BOX TALK

LADDER SAFETY

Ladders are one of the most commonly used tools on a construction site. Unfortunately, they are also a common source of severe injuries and fatalities – especially when the accident involves a fall. Many trades that use ladders in their work and accidents can happen whether you are an experienced and inexperienced worker.

These are some of the procedures you should use when your work requires the use of a ladder:

1. Select the proper ladder for the job -
 - Make sure the ladder is the proper type and length for the work to be performed.
 - Do not use metal ladders when working near electrical lines or if there is a chance of coming into contact with electricity.
2. Inspect the ladder before using it; look for damage such as:
 - Loose or missing hardware
 - Missing or damaged safety feet
 - Cracked, worn or missing rungs
 - Corrosion or rot
 - Surface build up of mud, construction adhesives, compounds etc.
 - Any other problem that could affect the safe use of the ladder
3. Never use a defective ladder
 - Remove a defective ladders from service immediately
 - Tag or label the ladder “Do Not Use” or “Out of Service” until it is repaired or discarded.
 - Store ladders in a place where they are not exposed to damage.
4. Set up the ladder properly and safely.
 - Handle the ladder carefully. Ladders can be heavy and difficult to maneuver into place so get help when needed. If you carry a ladder alone, keep the front end high enough to clear other people’s heads – especially around corners, down halls or isles, and through doorways.
 - Place the bottom of the ladder on a firm, level surface – with the base of the ladder away from the wall a distance equal to one-fourth the ladder’s length. (Example: the base of a 12’ long ladder should be positioned approx. 3’ away from the wall)
 - Lean the ladder against a secure, solid surface – not against rain gutters, glass, or other weak supporting surfaces.
 - When using a ladder to access an upper landing, make sure the side rails extend at least three feet beyond the top landing. Also, whenever possible, tie off the ladder at the top – to prevent movement.
5. Climb the ladder and descend the ladder carefully.
 - Take your time and do not rush.
 - Always face the ladder, using both hands.
 - Carry tools and other objects in a tool belt or else raise and lower them using a rope/hand line.
 - Never stand higher than the second step from the top of a stepladder, or the third step from the top of a straight ladder.

6. Working safely from the ladder.

- Face the ladder, holding on firmly with one hand.
- Keep your body between the side rails. Do not overreach (farther than one arm’s length to either side). Instead, move the ladder, as the work requires.
- Allow only one person on the ladder at a time.

Questions to start discussion

1. How would you select the proper ladder for the job?
2. How would Inspect a Ladder? (give example of a defective or unsafe ladder)
3. What should you do with a ladder that is unsafe or defective?
4. How do you safely set up a ladder?
5. What is the proper way to climb and descend a ladder?
6. How do you work safely from a ladder?

Tool Box Talk Source: Basic information from National Association of Home Builders (NAHB)

Meeting Notes:

Employee Comments / Concerns: _____

Other Safety issues to be addressed on the job: _____

Training Record: Date: _____ Jobsite: _____ By: _____ Title: _____

Employee Name	Emp #	Signature	Employee Name	Emp #	Signature
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Tool Box Talks are employee safety meetings designed to serve as 15 minute on-site training sessions focused on key topics relative to your work. Site superintendents or foremen are responsible for holding meetings each week usually during a morning break. This important segment of your general safety program encourages open discussion on the topic of the week and allows employees to share their experiences about accidents and safe or unsafe work practices. Recordkeeping is mandatory and all involved must sign off on each session.

Topics for your company could include: electrical safety, excavation and trenching safety, fall protection, scaffold safety, stairway and ladder safety, hazard communication, fire safety, personal protective equipment, tool safety, materials handling, etc.

Sample Tool Box Talks are provided compliments of the Safety Committee of the Hartford County Homebuilders Association in cooperation with the credited source of this Tool Box Talk.

Tool Box Safety Talks can be purchased from the National Association of Homebuilders 1-800 368-5242, www.nahb.com or may be available through your business insurance provider. For more information on Tool Box Talks contact The HBA office 860 563-4212.

BUILD SAFELY – THINK SAFETY