

## Leaders Guide Ladder Safety

1. Discuss the written ladder safety program.
  - a. Explain the hazards that require the safety program for ladders.
  - b. Review any unsafe incidents that occurred with the use of ladders.
  - c. Point out that ladders must be inspected before each use.
  - d. Point out the differences among ladders.
  - e. Help identify the right type of ladder for different jobs.
  - f. Reinforce the 4 to 1 rules.
  - g. Never repair a ladder! Tag it as "DO NOT USE". Discard and purchase a new one.
2. Discuss the importance of walking surface safety and how to prevent slips, trips and falls.
  - a. Explain the importance of good housekeeping.
  - b. Remind everyone of the routine housekeeping duties.
  - c. Point out the priority housekeeping areas and their importance.
  - d. Explain the hazards that can be encountered working in an untidy area.
  - e. Review any unsafe incidents that occurred at the work site due to poor housekeeping. Point out how the incidents could have been prevented.
3. Give the Quizzes.
  - a. Make sure that the quizzes are signed and dated by each participant.
  - b. Before collecting the quizzes, walk through the correct answers.
  - c. Encourage the participants to correct their quiz answers.
  - d. Discuss why the correct answers are correct.
4. Encourage questions and answers. If you don't know the answer, find it, and get back to the questioner.

**Coffee Break Training**  
**Ladder Safety**  
**OSHA 1910.25 & 1910.26**  
**Portable Wood Ladders and Portable Metal Ladders**

**Purpose**

Improper use of ladders has caused many accidents in the workplace. Employees who use ladders must be trained in proper selection, inspection, use and storage. Falls from ladders can result in broken bones, serious injuries or even death. Ladder safety is a life saving program.

**Responsibilities**

Someone has to be responsible for the implementation and enforcement of this program. All employees are responsible for following the procedures outlined in this program. If an employee finds a ladder at the facility that is not compliant with this program, they should tag it "Not For Use" then notify the supervisor.

**Stepladders**

- Stepladders longer than 20 feet shall not be supplied.
- Step spacing shall be uniform and not more than 12 inches.
- Steps shall be parallel and level when the ladder is in position for use.
- The minimum width between side rails at the top, inside to inside, shall be not less than 11 1/2 inches.
- From top to bottom, the side rails shall spread at least 1 inch for each foot of length of stepladder.
- A metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in open positions shall be a component of each stepladder.
- The spreader shall have all sharp points covered or removed to protect the user.

**Portable rung ladders**

- Single ladders longer than 30 feet shall not be supplied.
- Two-section extension ladders longer than 60 feet shall not be supplied.
- All ladders of this type shall consist of two sections, one to fit within the side rails of the other, and arranged in such a manner that the upper section can be raised and lowered.

### Care and maintenance

- Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.
- Safety feet and other auxiliary equipment shall be kept in good condition to insure proper performance.
- Ladders shall be inspected frequently and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use".
- Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment shall not be used.
- Improvised repairs shall not be made.
- All rungs and steps must be free of oil, grease, dirt, etc.
- All fittings must be tight.
- Spreaders or other locking devices must be in place.
- Non-skid safety feet must be in place.
- **Never** use a broken ladder. Most ladders cannot be repaired to manufacturer specifications. **Throw away all broken ladders.**
- No ladder should be used to gain access to a roof unless the top of the ladder shall extend at least 3 feet above the point of support, at eave, gutter, or roofline.
- The user should equip all portable rung ladders with non-slip bases when there is a hazard of slipping. Non-slip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used upon oily, metal, concrete, or slippery surfaces;
- On two-section extension ladders the minimum overlap for the two sections in use shall be as follows:  
**Size of ladder (feet) Overlap (feet)**
  - Up to and including 36 feet – 3 feet overlap
  - Over 36 feet and up to and including 48 feet – 4 foot overlap
  - Over 48 feet and up to and including 60 feet – 5 foot overlap

### Ladder Inspection:

All portable ladders must be inspected before each use.

### Ladder Hazards:

Hazards may include:

- Ladders with missing or broken parts.
- Using a ladder with too low a weight rating.
- Using a ladder that is too short for purpose.
- Using metal ladders near electrical wires.
- Using ladders as a working platform.
- Objects falling from ladders.

#### **Ladder Storage:**

Ladders are to be stored on sturdy hooks in areas where they cannot be damaged. Store as to prevent warping or sagging. Do not hang anything on ladders that are being stored.

#### **Ladder Ratings:**

The ratings assigned to ladders mean the following:

- I-A 300 pounds (heavy duty)
- I 250 pounds (heavy duty)
- II 225 pounds (medium duty)
- III 200 pounds (light duty)

**Note:** Use of I-A type of ladder is recommended.

#### **Limits on ladder length:**

- A stepladder should be no more than 20 feet high.
- A one-section ladder should be no more than 30 feet.
- An extension ladder can go to 60 feet, but the sections must overlap.

#### **Ladder Setup:**

The following procedures must be followed to prevent ladder accidents:

- Place ladder on a clean slip free level surface.
- Extend the ladder to have about 4 feet above the top support or work area.
- Anchor the top and bottom of the ladder.
- Place the ladder base 1/4 the height of the ladder away from the wall when using an extension ladder.
- Never allow more than one person on a ladder.
- Use carriers and tool belts to carry objects up a ladder.
- Do not lean out from the ladder in any direction.
- If you have a fear of heights – don't climb a ladder.