

SAFETY MONITORING GUIDE: LADDERS

1. Always use the “3 point rule”. 2 hands + 1 foot, OR 2 feet + 1 hand.
2. Climb up and down with your body in the center of the rungs in order to evenly distribute your weight.
3. Never reach or stretch when working on a ladder. Climb down the ladder and MOVE IT.
4. Do not leave tools or materials on top of ladder.

If ladder is mobile (not attached to the Store):

1. Be sure the ground or floor surface is solid and level
2. Do not prop the ladder or “feet” with bricks, blocks, board
3. Make sure it is the proper height for your task or job
4. If an area is very congested where you are working, set up barricades (to prevent a collision). Lock or block any doors that could open towards you (only while on the ladder).
5. Conduct a visual inspection before using all ladders – look for cracks and defects. If found take ladder out of service – “tag it”. Check the feet of ladder.
6. Make sure spreader bars are all the way open and locked (step ladder type)
7. Check the correct angle if using an extension ladder. Should be a 75 degree angle to the building or support structure. Remember the 1:4 ratio. One foot away from building for every 4’ of height. 16’ ladder should be 4’ out from support structure.
8. Never move a ladder while on it.
9. Never stand on the “bucket shelf”
10. Extension ladders should reach a minimum of 3’ above the point of support, secure the ladder at that point of contact, need to prevent the ladder from sliding.
11. Never climb higher than the third rung.
12. If a ladder is to be disposed of, it should be removed from service and cut in ½ prior to disposal. Note – If a ladder is removed by a member of the public from your dumpster and is used, you could be held liable for any injuries that person may have later on.
13. Never paint a ladder. This is a violation of OSHA standards.

Ladder inspection checklist

Use this list to remind yourself of what you should look out for in order to prevent accidents.

General	Needs repair	O.K.	Date repaired
Loose steps or rungs (considered loose if they can be moved at all with the hand)?			
Loose nails, screws, bolts, or other metal parts?			
Cracked, split, or broken uprights, braces, or rungs?			
Slivers on uprights, rungs, or steps?			
Damaged or worn non-slip bases?			
Step ladders			
Wobbly (from side strain)?			
Loose or bent hinge spreaders?			
Stop on hinge spreaders broken?			
Loose hinges?			
Broken, split, or worn steps?			
Extension ladders			
Loose, broken, or missing extension locks?			
Defective locks that do not seat properly while extended?			
Worn or rotted rope?			

Please read the following important disclaimer information concerning the information found on this page:

<http://www.besnardinsurance.com/profitingsafety/disclaimer/>

All Rights Reserved © Besnard Insurance

Ladder Safety Talk:

Train all employees at new hire, and at least annually on Ladder Safety.

- ✓ Always use 3 Point Contact when climbing a ladder.
- ✓ Do not attempt to move a ladder while you, or another person is on the ladder.
- ✓ Do not carry items up and down a ladder. Have them handed to you, or placed on the ladder tray prior to climbing the ladder (if of the right height).
- ✓ Barricade, use cones, or use a spotter if using a ladder in a customer area, or high traffic area.
- ✓ Conduct a visual inspection prior to use. Ensure that there are no broken or cracked rungs, missing rubber feet, or other defects to the ladder.
- ✓ Report any defects on a ladder, and immediately tag out of service.
- ✓ Never access a ladder without slip resistant shoes on.
- ✓ If performing maintenance from a ladder, or cleaning a dusty area, wear eye protection to prevent objects from falling into your eyes. This will protect your eyes, and also prevent the possibility of falling from the ladder.

Trainer: _____ Date: _____

Trainee: _____ Trainee: _____

Trainee: _____ Trainee: _____

Trainee: _____ Trainee: _____

Trainee: _____ Trainee: _____

Trainee: _____ Trainee: _____

Trainee: _____ Trainee: _____

Please read the following important disclaimer information concerning the information found on this page:

<http://www.besnardinsurance.com/profitingsafety/disclaimer/>

All Rights Reserved © Besnard Insurance