

The Supervisor's Guide To

**OSHA**  
REGULATIONStoday's  
topic:**LADDER SAFETY****SAFETY MEETING SCRIPT**

## Ladder Safety Tips Everyone Can Use

“Falls from portable ladders — either step, straight, combination or extension — are one of the leading causes of occupational fatalities and injuries. Workers tend to fall from ladders because they are not paying attention or because they are simply taking their safety for granted. Although a ladder is a pretty basic piece of equipment, there are several safety guidelines that must be followed when using one.

### Basic Rules For Ladder Use

Let's take some time today to talk about some ladder safety basics.

1. Read and follow all labels and markings on the ladder you are using.
2. Avoid electrical hazards. Look for overhead power lines before handling a ladder outdoors. Also, avoid using a metal ladder anywhere near power lines or exposed energized electrical equipment.
3. Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until it can be repaired or discarded.
4. Do not use a self-supporting ladder (e.g., stepladder) as a single ladder or in a partially closed position.
5. Do not use the top step or rung of a ladder as a step.
6. Always maintain a three-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.
7. Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
8. Ladders must be free of any slippery material on the rungs, steps or feet.
9. Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
10. Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.

11. Do not move or shift a ladder while a person or equipment is on the ladder.

12. An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support. Do not stand on the three top rungs of a straight, single or extension ladder.

13. The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface.

14. A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.

15. Be sure that all locks on an extension ladder are properly engaged.

### Be Aware Of Weight Limitations

16. Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.

17. Select a ladder that is the correct length and weight capacity for the intended job.

18. Keep metal parts lubricated.

19. Make sure there are no splinters or sharp edges on the ladder.

20. Keep tools in a tool belt or holder when working on a ladder.

21. Have the bottom of a portable ladder held or tied in place.

22. Wear shoes with clean, nonskid soles.

23. Always position an extension ladder before extending it.

24. Do not climb a ladder if you are afraid of heights or if you are taking a medication that could make you dizzy.

25. Never allow more than one person on a ladder at one time.

26. Never use a ladder horizontally as a ramp or walkway.

27. Do not rest a ladder against a window or window sash.

28. Never use a ladder that has been exposed to fire or corrosive chemicals.

Thanks for your attention.

Have a safe day. ”