



Proper Ladder Usage

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” for properly using ladders to prevent falls, injuries and workplace hazards.

Discussion Notes:

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Inspect the ladder for damage before each use.
 - Choose the right ladder for the job:
 - Step ladders for low to mid-height tasks with a stable base
 - Extension ladders for reaching high places like roofs
 - Platform ladders to provide a sturdy work surface for longer tasks
 - Set up on stable, level ground and secure the base.
 - Maintain three points of contact while climbing.
 - Face the ladder when ascending or descending.
 - Use the right ladder for the job and weight capacity.
 - Secure the top of the ladder if necessary to prevent movement.

- Don’t**
- Exceed the ladder’s weight limit.
 - Place ladders on unstable or slippery surfaces.
 - Overreach—move the ladder instead.
 - Use a damaged or makeshift ladder.
 - Carry tools in your hands while climbing.
 - Leave ladders unattended in high-traffic areas.
 - Use metal ladders near electrical sources; use fiberglass instead.

Meeting notes:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record:		Date: _____	Jobsite/Facility: _____
		Trainer: _____	Title: _____
Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
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(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1. (c), 2. (a), 3. (c), 4. (d), 5. (b)



Employee Quiz

Proper Ladder Usage

Employee Name: _____

Circle the correct answer below.

- | | |
|---|---|
| <p>1. The safest way to climb a ladder is:</p> <ul style="list-style-type: none">a. Facing away from the ladderb. Carrying tools in your handsc. Maintaining three points of contactd. Skipping rungs to save time <p>2. Where should ladders be placed?</p> <ul style="list-style-type: none">a. On stable, level groundb. On top of crates for extra heightc. In high-traffic areasd. On slippery surfaces <p>3. When should you inspect a ladder?</p> <ul style="list-style-type: none">a. Quarterlyb. Once a monthc. Before each used. After an accident | <p>4. If a ladder is damaged, you should:</p> <ul style="list-style-type: none">a. Use it carefullyb. Repair it yourselfc. Lend it to a coworkerd. Tag it and remove it from service <p>5. It's okay to overreach on a ladder if you have good balance.</p> <ul style="list-style-type: none">a. Trueb. False |
|---|---|

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____