

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe.

Company Name	Project Name	Supervisor	Date

Ladder Safety

Statistics

- Falls are leading cause of death in Construction
- Falls from ladders represent 16% of the total fatalities
- Falls from as little as 2 feet can disable or even kill you

Inspection

- Before use you **MUST** inspect the ladder
- Broken or damaged ladders must not be used.
- Ladders needing repairs must be reported to a supervisor, tagged out and removed from the work area.
- When inspecting check the following:
 - Load rating stickers are on the ladder are in place and legible
 - There are no cracks in the side rails
 - There are no bent, cracked or missing rungs OR back supports
 - All the rivets and/or manufacturer installed screws are in place and not loose
 - The slip resistant feet are in place and in good condition
 - The ladder is free from oil, grease or other substance that could cause you to slip
 - The ladder is not corroded, rusted or otherwise in a condition that is unsafe

Use

- Select the right ladder for the job by checking the style, size and load capacity.
- Ladders should not be placed in locations where they can be displaced by other activities.
- If you place a ladder in a passageway or doorway, you must put up barricades or warning signs.
- Face the ladder and use both hands when going up and down ladders.
- Do not carry materials or tools up or down a ladder.
- The areas around the top and base of ladders must be kept clean and free of tripping hazards.
- Metal ladders must not be used near energized electric equipment.
- Ladders must be used on a stable surface and be secured to prevent displacement.
- Fully and lock the spreaders. Do not use a stepladder as a straight ladder.
- Do not stand on the top two steps and keep tools off steps when not working from ladder
 - When using a stepladder on grating, the grating must be covered with plywood.
 - When accessing an upper landing the ladder shall extend a minimum of 36" above the landings
 - Extension ladders must be erected at the proper angle, which is a ratio of 4 to 1.
 - Extension ladders must not be taken apart and sections used separately.

Basic Fire Safety

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- After the extension ladder has been raised to the desired height, check the safety latches to ensure they are engaged and the extension rope is secured to a rung on the base section of the ladder.

Additional Topics and Meeting Attendees:

ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
2.		
3.		
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