LADDER SAFETY PLAN

Ladders look simple, but they can injure people when they are rushed or used the wrong way. A small slip, a bad setup, or a damaged ladder can turn into a fall that causes broken bones, head injuries, or missed work. Ladder safety matters because most ladder incidents are preventable when employees inspect the ladder before use, set it up on stable ground, and climb correctly. If the ladder does not feel solid or looks damaged, the job stops until the right ladder or a safer method is used.

Company Name:_____

Performed By:_____ **Date:**_____

LADDER INSPECTION CHECKLIST:

Overall Conditions:

_____ The ladder is clean and dry, with no grease, oil, mud, or paint on the steps or rungs.

_____ The ladder shows no bends, cracks, splits, broken parts, or makeshift repairs.

_____ The labels and load rating are present and readable.

Rails and rungs:

_____ The side rails have no cracks, dents, bends, splits, or sharp edges.

_____ All steps or rungs are present, secure, and not bent, loose, or worn smooth.

_____ The connections between steps or rungs and rails are tight and do not shift.

Feet and slip resistance:

_____ The rubber bottoms on the ladder are there and in good shape.

_____ The rubber bottoms are not worn down, cracked, ripped, or loose.

Hardware and moving parts:

_____ All fasteners, rivets, braces, and hardware are present and tight.

_____ On stepladders, the spreaders open fully and lock properly.

_____ On extension ladders, the rung locks engage correctly and hold securely.

_____ On extension ladders, the rope and pulley (if equipped) are not frayed.

Area check before setup:

_____ The ground or floor surface is level and stable, and it is not slippery.

_____ The area is clear of debris, cords, hoses, and trip hazards.

_____ Overhead hazards are controlled, including electrical hazards.

_____ PASS: Ladder is safe to use.

_____ FAIL: Ladder is removed from service and tagged out.

Company Name:_____

Performed By:_____ Date:_____

LADDER USE SAFETY CHECKLIST:

3-Points of Contact:

_____ I kept two hands and one foot, or two feet and one hand, on the ladder while climbing.

_____ I faced the ladder while climbing up and down.

_____ I did not carry items in a way that prevented me from holding the ladder.

4 to 1 rule (extension ladders only):

_____ I set the base one foot out for every four feet of height to the support point.

_____ I checked that the ladder angle felt stable and did not feel steep or flat.

_____ I secured or stabilized the ladder when the task or location required it.

Inspection of the ladder and area:

_____ I inspected the ladder before use and did not use it if it was damaged or missing parts.

_____ I confirmed the rubber bottoms were in good shape and the ladder would not slide.

_____ I confirmed the ground or floor was level, solid, and not slippery.

_____ I cleared the area of cords, debris, and anything that could cause a slip or trip.

_____ I checked for overhead hazards, including electrical hazards.

Not climbing too high:

_____ I did not stand on the top step or top cap of a stepladder.

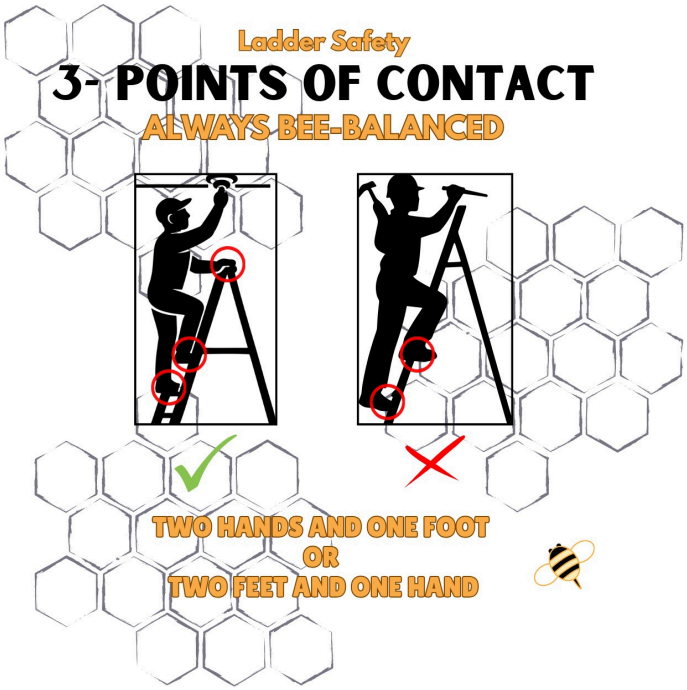
_____ I did not stand on the top rungs of an extension ladder.

_____ I kept my belt buckle between the rails and I did not lean or overreach.

Buddy system when possible:

_____ I used a second person when the task, location, or conditions increased risk.

_____ The buddy stayed close to help steady the ladder, control the area, and respond if needed.



AlaCOMP

Company Name:_____

Performed By:_____ **Date:**_____

LADDER SAFETY 2-MINUTE BRIEF:

Most of us use ladders from time to time--at our worksites, in the office, or at home. Yet few of us stop to review the basic rules for working safely with ladders. The following safety guidelines can help anyone who works with ladders prevent accidental falls, injuries, and disability.

General Guidelines:

- Persons who work on ladders should wear slip resistant footwear
- Make sure that ladder rungs are free of oil, grease, or other slippery substances.
- Before climbing any ladder, check its condition - are nuts and bolts tightened? Are rungs secure? Are safety feetfunctional?
- If the ladder is in good condition, climb and descend it facing the ladder itself, and holding on with both hands
- If you must carry tools, use a tool belt or a bucket attached to a hand line to pull tools up and down
- Always have 3 points of contact on the ladder - either two hands and one foot or two feet and one hand
- Remember, never use a metal ladder when working with electrical current.

Step Ladders:

- Remember, never use a metal ladder when working with electrical current.
- Remember never to climb past the second rung from the top
- If your ladder is positioned by a door or walkway, make sure that the door is locked or the walkway barricadedto prevent collisions
- Do not overreach while working on a step-ladder--reposition the ladder to avoid leaning over the base ofsupport.

Straight Ladders:

- Use the four-to-one rule: position the ladder base one foot away from the wall for every four feet of ladder height(up to the support point)
- Never climb past the third rung from the top on a straight ladder
- A straight ladder should extend at least 3 feet past its support point
- Tie down your ladder as close to the support point as possible
- Make sure that straight ladders have safety feet
- To avoid overreaching, do not let the trunk of your body extend past the side of the ladder.

By using these tips for ladder safety, you can help prevent accidental falls, injuries, and disability. All of us use ladders from time to time, so ladder safety should be everyone's concern.