

WELCOME – STEP 1

Welcome to the July Safety Toolkit – *Ladder Safety*. You play an important role in the health and safety across the company, and we thank you for your contribution! Without your focus and dedication to making safety a priority, our people would suffer, our clients would suffer, and our families would suffer. We hope you find the safety tools provided in this Toolkit and in Toolkits like this in the coming months as just some of the many resources afforded to you to communicate *Ladder Safety*. As always, the work you do matters, and we are so grateful to have you on the team!

HOW TO USE THIS SAFETY TOOLKIT

1. Supervisor/Lead Script – Start Here! Way to go! Now keep reading and you'll be all set. This script sets you up for success.
2. Supervisor/Lead PowerPoint – Use this as a training moment for your team. Everything you need to know and communicate for each slide is contained in this script! Skip ahead if you are ready to give this training to your team. It's always a good time to learn about *Ladder Safety*. The presentation should last about 1 hour & 15 minutes depending on group participation.
3. Teaching Tool – We have included a sample Toolbox Talk for you to share with your team.
4. Ladder Safety Quiz and Answer key – sample quiz to give to your team to test their knowledge on the training.
5. Site Communication Poster – A PDF version of the monthly infographic if you would like to display it at your workplace.
6. Sign-In Sheets – Please complete this form when completing *Ladder Safety* and turn-in to the appropriate point of contact as a record of training.
7. What's next? – Use this QR code for yourself AND share it amongst everyone on your team for additional safety resources based on the theme *Ladder Safety*. Look for Interactive resources, recommendations for phone apps, checklists, handouts, and more. Check it out!

SUPERVISOR/LEAD POWERPOINT SCRIPT – STEP 2

NOTES ON THESE SLIDES:

- KLP: Key Learning Point (objective of the slide)
- F: Facilitator

Slide 1: Title Page (30 Seconds)

KLP: You set the tone. If you believe safety is important, the audience will believe safety is important.

The facilitator opens the session by welcoming everybody to the training and noting the monthly focus – *Ladder Safety*.

F: Today's task is to attend training on *Fire Extinguishers*. Cell phones should be turned off or silenced during this training. If you need to take a call, please go to (designated area), take the call, and return as soon as possible. {Address any other important announcements or business now.}

Slide 2: Housekeeping (1 Minutes)

KLP: Opportunity for a HSE (Health Safety and Environmental) Moment

F: Prior to training, determine if any fire drills are planned and the response expected from the facility and muster points if alarms should go off. It is important to remind employees that should they need to leave the location at any time, they should inform the Facilitator because, in the event of a fire incident, we need to know their whereabouts. This is an opportunity right at the start of the day to brief the employees on HSE procedures in general for the running of the training course. [If your job site is outdoors, do not overlook this safety moment. Adjust the plan in the event of a job site fire.]

F: Hello Team, I have verified with the HSE department and have confirmed that there are no Fire Drills or Emergency Drills scheduled for today. If we hear an alarm, we will follow site protocol for emergency response.

F: {Point out the fire exits and muster point}

F: Once we are at the muster points, we will do a role call to account for all attendees.

Slide 3: Presenter (2 Minutes) & Introductions (5 Minutes)

F: {This is your moment! This is a chance to visibly "Walk the Talk"}

Share:

- Your personal experience of safety and impact on the company
- Importance of making the most of this opportunity to think about the importance of HSE and discuss with employees
- Appreciate that you are a leader and that you make an impact
- Importance of taking personal responsibility to make a positive impact

- You get out of this training what you put into it
- HSE matters to our company
- The safety program is going to help people feel empowered and take the initiative to improve their own HSE performance through proactive attitudes and behaviors.

You may wish to share:

- A story of your experience in the safety program and how it has changed the way in which you behave.
- Some lessons learned from an incident when you have been involved in the investigation, highlighting the devastating impact that accidents have on people's lives, or you can describe your experience of being involved in an environmental incident. How did this affect the company, and more importantly, affect the lives of others not working for the company.

F: Go around the room and ask everyone to give their name and what their position is. {Wait for their responses, smile, and nod as they participate. Be careful about timing here---if you ask an additional intro question of the participants and give a long-winded answer yourself, your participants will follow with long stories/explanations, and you can accidentally take up a lot of time.}

Slide 4: Why am I here? (1 Minute)

F: Each one of us is the last line of defense to protect workers from injury or the environment from damage, should management systems and collective protections fail. Supervisors and workers are the KEY to HSE. We can promote or destroy the HSE climate through our own behavior and how other workers perceive it.

Supervisors and workers are responsible for enforcing safety rules. Regardless of our position, employment status, or background, everyone is responsible for HSE, and everyone can be a HSE leader by demonstrating positive attitudes and behavior.

Slide 5: Ladder Safety (5 Minutes)

F: Every year in the U.S., more than 100 people die in ladder-related accidents, and thousands suffer disabling injuries. According to the Occupational Safety and Health Administration, falls from portable ladders (step, straight, combination, and extension) are among the leading causes of workplace injuries and fatalities.

F: The good news is, these falls are preventable when employees know how to inspect, use, and maintain ladders.

F: You may think "Doesn't everyone know how to use a ladder safely?" The video we will be watching on the next slide will show that everyone clearly does not!

F: The main objective of this session is to discuss general ladder safety. By the time the session is over, you should be able to:

- Recognize the importance of ladder safety;
- Identify common causes of ladder accidents;

- Select and inspect ladders correctly;
- Set up ladders properly;
- Climb and work on ladders safely; *and*
- Maintain, store, and transport ladders properly.

Slide 6: Ladder Fails Video (5 Minutes)

F: Play Video

Slide 7: How Much Do You Know (5 Minutes)

F: Before we begin the session, let's take a few minutes to see how much you already know about ladder safety. Decide which of the statements on the screen are *true* or *false*.

- A common reason for ladder accidents is failure to inspect ladders before use.
 - This is *true*.
- The base of a straight ladder should be 1 foot from the wall for every 2 feet of ladder height from base to support point.
 - This is false.
- If a ladder is defective, return it to where you found it and take another ladder.
 - This is false.
- And finally, it is safe to stand on the top step of a stepladder.
 - This is also false.

F: How did you do? Did you get all the answers right?

F: If not, don't worry. You'll learn all about these issues and a lot more during the session.

Slide 8: 3 Most Common Causes of Ladder Accidents (3 - 5 Minutes)

F: Do you know what the 3 most common cause of ladder accidents? {Wait for their responses, smile, and nod as they participate.} (Click mouse to trigger animation)

- Wrong ladders used
- Ladder in poor condition
- Ladder used improperly

Slide 9: Additional Causes of Ladder Accidents (5 - 15 Minutes)

F: Findings of a Bureau of Labor Statistics study of 1,400 ladder accidents back up NIOSH's classification: (Click mouse to trigger animation)

- 57 percent of fall victims in the study were holding objects with one or both hands while climbing or descending the ladder; (Click mouse to trigger animation)
- 30 percent had wet, greasy, or oily shoes; (Click mouse to trigger animation)

- 53 percent of straight ladders had not been secured or braced at the bottom, and 61 percent had not been secured at the top; (Click mouse to trigger animation)
- 66 percent of accident victims had never been trained in how to inspect ladders for defects before using them; and (Click mouse to trigger animation)
- 73 percent had not been provided with or consulted written instructions on the safe use of ladders.

Optional Activity: Describe ladder accidents that have occurred in your workplace and identify the causes of these accidents.

Slide 10: 5 Steps to Reduce the Risk of Falls (5 - 8 Minutes)

F: Fortunately, ladder accidents can be prevented. You don't have to suffer a painful, possibly disabling injury. You have the power to prevent ladder accidents by taking five simple steps:

- Inspect ladders carefully before use—ensure there are no cracked or broken rungs; (Click mouse to trigger animation)
- Follow ladder safety rules and regulations; (Click mouse to trigger animation)
- Use your common sense—only one person on a ladder at a time; (Click mouse to trigger animation)
- Avoid risky behavior when using ladders; and (Click mouse to trigger animation)
- Report safety problems with ladders right away and remove them from service

F: There are more specific ladder safety rules, and we'll be talking about all of those during this training session—for example, selecting the right ladder for the job, setting the ladder up correctly, and climbing safely.

F: But first think about these five simple ladder safety rules. Do you always follow these rules when using ladders? If you do, you can prevent ladder accidents and injuries.

Review your organization's ladder safety policies and work rules

Slide 11: Ladder Selection (6 - 8 Minutes)

F: OK, now let's start getting specific. We'll start with selecting the right ladder for the job. To begin with, a ladder must be the right height for the job so that you don't have to overreach. A stepladder should be tall enough so that you don't have to stand on the top two steps, which would leave you nothing to hold on to. A straight or extension ladder should be tall enough so that you don't have to stand on the top four rungs.

F: Secondly, a ladder must have the capacity to support the weight that will be on it. Remember that the total weight a ladder must support is your weight plus the weight of any tools and materials you use

while working on the ladder. Weight capacity is displayed on a label affixed to the ladder. Here's the weight rating system:

- I-AA means the ladder can hold a maximum weight of 375 pounds;
- I-A means a maximum weight of 300 pounds;
- I means a maximum weight of 250 pounds;
- II means a maximum weight of 225 pounds; and
- III means a maximum weight of 200 pounds.

F: Thirdly – Purpose. For example: An extension ladder should only be used for access purposes only; it is not intended to be a working surface.

Slide 12: Ladder Selection - Continued (2 Minutes)

F: Additionally, the material the ladder is constructed of may be a safety issue.

F: When would you NOT use a metal Ladder? {Wait for their responses, smile, and nod as they participate.}

F: Never use a metal ladder around electricity. Also check for metal parts and pieces and never use a ladder that is wet around electricity. Aluminum, steel, and acids are not compatible, so never use a metal ladder around corrosives. Finally, do not use metal ladders around flammables—the ladder could potentially cause a spark that could ignite around flammables.

Slide 13: Ladder Inspection Video (3 Minutes)

F: Play Video

Slide 14: Pop Quiz (10 Minutes)

F: How often does OSHA require a ladder inspection if you are working in General Industry? {Wait for their responses, smile, and nod as they participate.}

Answer: OSHA Regulation 1910.23(b)(9) Ladders are inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury;

F: How often does OSHA require a ladder inspection if you are working in Construction?

Answer: OSHA Regulation 1926.1053(b)(15) Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

F: All ladders should be inspected before each use. It doesn't take long to check out a ladder to make sure it's safe to use. But those few minutes could be the most important of your life.

F: What should you be checking when you are doing an OSHA Inspection? {Wait for their responses, smile, and nod as they participate.}

Possible Answers:

- Steps or rungs are in good repair and free of mud, grease, oil, or sticky substances;
- Side rails have no cracks or splits;
- Metal parts are lubricated;
- Rope is not worn or frayed;
- Spreaders or other locking devices are in place and working properly;
- Splinters or sharp edges have been filed down;
- Safety feet are solid and in place; and
- Metal ladders are free of dents and bent parts.
- You should also inspect ladders following any tip-overs or possible damage to a ladder that has been struck by something, hit something, or been dropped.

Slide 15: Defective Ladders (2 Minutes)

F: When you uncover a safety problem with a ladder during an inspection, don't use it. Instead, remove it from service and tag it to make sure nobody else uses it. For example, you could write "DO NOT USE" in big bold letters on a tag and attach it to the ladder where it can be easily seen.

F: Don't try to repair ladders yourself. Report the problem to maintenance and let them handle it from there. They'll fix the ladder if they can, or it'll be replaced with a new ladder.

F: Remember, never take chances with a defective or damaged ladder. Your life could depend on a mistake like that.

Slide 16: Safe or Unsafe? (5 Minutes)

F: Let's test your knowledge now about the information we've just discussed. You will see several statements on the screen—some which represent safe behavior, and some which represent unsafe behavior. Your job is to decide which are *safe* and which are *not*. (Click mouse to trigger animation)

- Securing an extension ladder top and bottom: (Click mouse to trigger animation)
 - This is a safe behavior.
- Inspecting a ladder before each use: (Click mouse to trigger animation)

- This is a safe behavior.
- Carrying tools up a ladder in your hands: (Click mouse to trigger animation)
 - This is a not safe behavior.
- Climbing a ladder with mud on your shoes: (Click mouse to trigger animation)
 - This is a not safe behavior.
- Using a ladder with a broken locking device: (Click mouse to trigger animation)
 - This is a not safe behavior.
- Reaching rather than moving a ladder: (Click mouse to trigger animation)
 - This is a not safe behavior.
- And finally, choosing a straight ladder that requires you to stand on the second rung from the top: (Click mouse to trigger animation)
 - This is a not safe behavior.

Slide 17: Ladder Setup (5 Minutes)

F: To avoid ladder accidents, you must set up ladders correctly. Remember these setup tips.

- Place the ladder on a firm, level surface, and check to make sure the ladder is stable. Use wide boards under the ladder to give stability if the ground is soft.
- Never set a ladder on top of a drum, stack of pallets, or other object to gain more height. Use a taller ladder instead. If you set up a ladder on such an unstable base, you're just asking for an accident.
- Never set up a ladder in front of a door unless the door is locked or blocked—or you've got someone standing on the other side to keep people from opening the door.
- Never lean a ladder against a surface that isn't strong enough to support your weight, such as a window or an object that might move under your weight.
- Never fasten two ladders together for additional height. Instead, use a taller ladder or an extension ladder designed for two-ladder coupling.
- Make sure the spreaders on stepladders are fully extended and locked in place and that locking devices on extension ladders are secured.

Slide 18: Ladder Setup – Continued (5 Minutes)

F: Here are some more ladder setup safety tips: (Click mouse to trigger animation)

F: Remember the 4-to-1 rule and place the base of the ladder 1 foot from the wall for every 4 feet between the base and the support point. For example, if it is 8 feet from the base of a ladder to its support point, the base of the ladder should be 2 feet away from the building. Another way to think of the 4-to-1 rule is to count the rungs between the base and the support point and then divide by 4. For example, say you count 8 rungs between the base and the support point: 8 divided by 4 is 2. So, in this case, you should place the base of the ladder 2 feet from the wall. (Click mouse to trigger animation)

F: Extend extension ladders at least 3 feet above a support point such as the edge of a roof. (Click mouse to trigger animation)

F: Also, make sure that the upper section of an extension ladder overlaps and rests on the bottom section. The overlap should always be on the climbing side of the ladder. For ladders of 36 feet or more, the overlap should be least 3 feet. (Click mouse to trigger animation)

F: Secure ladders at the top and bottom.

Slide 19: Climbing and Descending (8 - 10 Minutes)

F: When climbing or descending a ladder, remember these safety rules.

- Check your shoes before you climb, and wipe off wet, muddy, or greasy soles. (Click mouse to trigger animation)
- Allow only one person on a ladder at a time. (Click mouse to trigger animation)
- Face the ladder when you go up or down, holding on to the side rails with both hands as you climb. Some safety experts compare climbing a ladder to the way a bear climbs. Your right foot and hand moving simultaneously, followed by your left hand and foot. It may feel a little funny at first, but it can improve your balance and security as you climb. Bears are great climbers and rarely fall. (Click mouse to trigger animation)
- Don't climb higher than the fourth rung from the top on a straight or extension ladder, or the second step from the top on a stepladder. (Click mouse to trigger animation)
- Carry tools on a belt or shoulder strap or hoist them up once you're atop the ladder. (Click mouse to trigger animation)
- Never slide down a ladder. Descend safely, lowering one foot at a time and holding on to the side rails with both hands. (Click mouse to trigger animation)
- Never climb a ladder if you are very tired, feeling ill, on medication that affects alertness or balance, or if you are impaired by alcohol or drugs. (Click mouse to trigger animation)

Slide 20: Working on a Ladder (5 Minutes)

F: When working on a ladder, remember these dos and don'ts: (Click mouse to trigger animation)

- Do keep one hand on a side rail at all times. (Click mouse to trigger animation)

- Do keep your body centered on the ladder. A good rule of thumb is to keep your belt buckle between the rails. (Click mouse to trigger animation)
- Do keep your body straight and as close to the ladder as possible. (Click mouse to trigger animation)
- Do move carefully and slowly when working on a ladder. (Click mouse to trigger animation)
- Don't lean too far in either direction. Overreaching is a major cause of ladder accidents. (Click mouse to trigger animation)
- Don't reach too far overhead either. Use a taller ladder to reach higher, if necessary. (Click mouse to trigger animation)
- Don't try to reposition the ladder while you're standing on it. Get down and move it. (Click mouse to trigger animation)

Slide 21: Ladder Maintenance (5 Minutes)

F: Ladders must be well maintained to keep them in good, safe condition and to make them last longer. Routine ladder maintenance should include: (Click mouse to trigger animation)

- Checking joints between the steps and side rails to make sure they're tight; (Click mouse to trigger animation)
- Testing hardware and fittings to make sure they're secure; (Click mouse to trigger animation)
- Lubricating moveable parts when necessary, so that they operate freely; (Click mouse to trigger animation)
- Replacing worn rope on extension ladders; (Click mouse to trigger animation)
- Making sure safety feet are in good condition; and (Click mouse to trigger animation)
- Cleaning rungs and steps to keep them free of grease and oil.

F: Remember that ladder repairs should be made only by qualified personnel. Some regulations may prohibit repairs from being made. Be sure to check with your supervisor.

Slide 22: Storing Ladders (5 Minutes)

F: Proper storage is also important to keep ladders in safe condition.

- Ladders should be stored securely, out of the way, so that they can't trip people or fall on passersby. (Click mouse to trigger animation)
- Short stepladders can be stored vertically. (Click mouse to trigger animation)
- Straight ladders should be stored flat on racks with adequate support to keep from sagging or hung horizontally on wall hooks. (Click mouse to trigger animation)

- Never store materials on top of a ladder that is stored horizontally. This can damage the ladder or cause it to warp. (Click mouse to trigger animation)
- All ladders should be kept in a well-ventilated area, away from heat and moisture. (Click mouse to trigger animation)

F: Think about our ladder storage areas and storage requirements. Make sure you always store ladders correctly and safely.

Slide 23: Transporting Ladders (2 Minutes)

F: Remember these safety rules when transporting ladders. (Click mouse to trigger animation)

- Carry a ladder with another person, whenever possible. (Click mouse to trigger animation)
- If you must carry a ladder alone, balance the center on your shoulder, keeping the front end above your head and the back end near the ground. (Click mouse to trigger animation)
- Be especially careful going around corners, down narrow aisles, or in close quarters where others are working. (Click mouse to trigger animation)
- If you are transporting a ladder in a vehicle, make sure it doesn't stick out too far from the front, back, or sides of the vehicle. Secure the ladder with ties so that it can't move or fall off while the vehicle is moving.
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Slide 24: NIOSH Investigation Video (3 Minutes)

F: Play Video

Slide 25: Points to Remember (2 Minutes)

F: Here are the main points to remember from this session on ladder safety:

- Ladder accidents can cause serious injuries or death.
- You have the power to prevent accidents.
- Always choose the right ladder for the job and inspect it before use.
- Set up ladders correctly and climb them safely.
- Be careful when working on ladders and avoid overreaching.

F: This concludes the Ladder Safety training session.
Give trainees the quiz, if appropriate.

Slide 25: Questions (5 - 10 Minutes)