



# Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## Topic 450: Extension Ladders

**Introduction:** All workers need to be trained in safe ladder use. A competent person must train employees in site-specific ladder safety.

- Always check a ladder before you use it. Check for damage or defects. Ladders must be inspected regularly for visible defects by a competent person. Inspect the ladder after any incident that could affect its safe use. Store the ladder in a safe place.
- When a ladder is damaged, tag it, "Do Not Use" or "Defective", and take it away until it is repaired. When the ladder cannot be repaired, take the ladder to the recycling center in your area. **Ladder Inspection:**

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| <ol style="list-style-type: none"> <li>1. Make sure the feet work and are not broken.</li> <li>2. Ensure that the slip-resistant pads on the feet are secure.</li> <li>3. Inspect ladder parts for cracks, bends, splits, or corrosion.</li> <li>4. Check all rung connections.</li> <li>5. Make sure the rope/pulley work and the rope is not frayed.</li> </ol> | <ol style="list-style-type: none"> <li>6. Replace worn or frayed rope immediately.</li> <li>7. All bolts and rivets should be secure.</li> <li>8. Metal bearings of rung locks/pulleys should be lubricated.</li> <li>9. Make sure feet, rungs, and rails are free of oil, grease, and other materials before climbing.</li> </ol> |
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- ANSI has a load rating for different types of ladders. The load rating is printed on a safety label located on every ladder's leg.

**The following designations are of each type of ladder with a rating of how much weight a single rung on the ladder can bear.**

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| <ul style="list-style-type: none"> <li>• Type 3 (Household) is rated to hold up to 200 pounds</li> <li>• Type 2 (Commercial) is rated to hold up to 225 pounds</li> <li>• Type 1 (Industrial) is rated to hold up to 250 pounds</li> </ul> | <ul style="list-style-type: none"> <li>• Type 1A (Industrial) is rated to hold up to 300 pounds</li> <li>• Type 1AA (Industrial) is rated to hold up to 375 pounds</li> </ul> |
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- **Prior** to using the extension ladder, visually inspect the surfaces and ground area that the ladder is going to be placed.
- **Make sure** you check the buildings features, (eaves, gutters, window ledges, etc.) for anything that will impair the climbing, descending, and moving of the ladder. Do not set a ladder on a scaffold, box, or other unstable object.
- **Always** secure the ladder when it is placed in areas (passageways, doorways, or driveways) where the ladder can be displaced by workplace activities or traffic. Securement will prevent accidental movement. Use a barricade to keep activity away from the ladder.
- **For your safety**, make sure the ladder is secure at all times. Tie it down, use slip-resistant feet, nail 2 x 4's around the base, or have someone hold it in place. (A ladder on a slippery surface must be tied in place or held.) Ladder mitts add stability to the ladder's top.
- **Secure** the ladder by tying it off when using the ladder to get on or off a roof. The side rails should be at least 3 feet above the roof to be safe. If you have to step around a ladder because of rungs, there should be a grab rail attached to the building to help you. (Regulations require the grab rail and tie-off if a ladder does not extend at least 3 feet above the roof.)
- **Level** the ladder before climbing. If you use a leveling device, it must be an approved or certified device. An extension ladder leveler and stabilizer will allow you to mount your ladder on uneven surfaces (extending one or the other of the leveler's two legs).
- **Remember;** extend the ladder using the ladder's rope and pulley system while stabilizing the ladder with your right or left foot on the ladder's bottom rung. Bring the ladder down when you are done using it. Never leave an erected ladder unattended.
- **Angle** the ladder properly. The base should extend not less than one-fourth the ladders length (e.g. if the ladder extends up 20 feet, it should extend out 5 feet). Always face the ladder while ascending and descending.
- **Always** use the 3-point contact when ascending and descending (one hand/two feet) (two hands/one foot). Maintain a secure grip.
- **Do not** extend the center of your body's torso past either side rail of the ladder. Wear proper footwear with non-slip soles.
- **Never** carry your tools in your hand. Use a tool belt, or a belt that is designed for the type of tools you will be using.
- **Do not** attempt to use an extension ladder when wind or other weather conditions make it unsafe to work.
- **Remember;** always be extremely cautious when working around overhead energized electrical lines. The minimum safe distance is 10 feet or more. When the power line is 50 kV or less, stay at least 10 feet away. Stay at least 35 feet away from higher voltage.
- **Aluminum**, and wet or dirty wood, or fiberglass ladders can conduct electricity. Metal ladders should be marked with tags or stickers reading "Caution-Do Not Use around Electrical Equipment" or similar wording. Use the proper ladder for the job.

**Conclusion:** Never use the ladder as a horizontal platform, plank, scaffold or material hoist. When traveling; secure tightly on vehicle.

### Work Site Review

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

**Employee Signatures:**

*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*


**Foreman/Supervisor's Signature:** \_\_\_\_\_

*These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*