

TOOLBOX SAFETY MEETING

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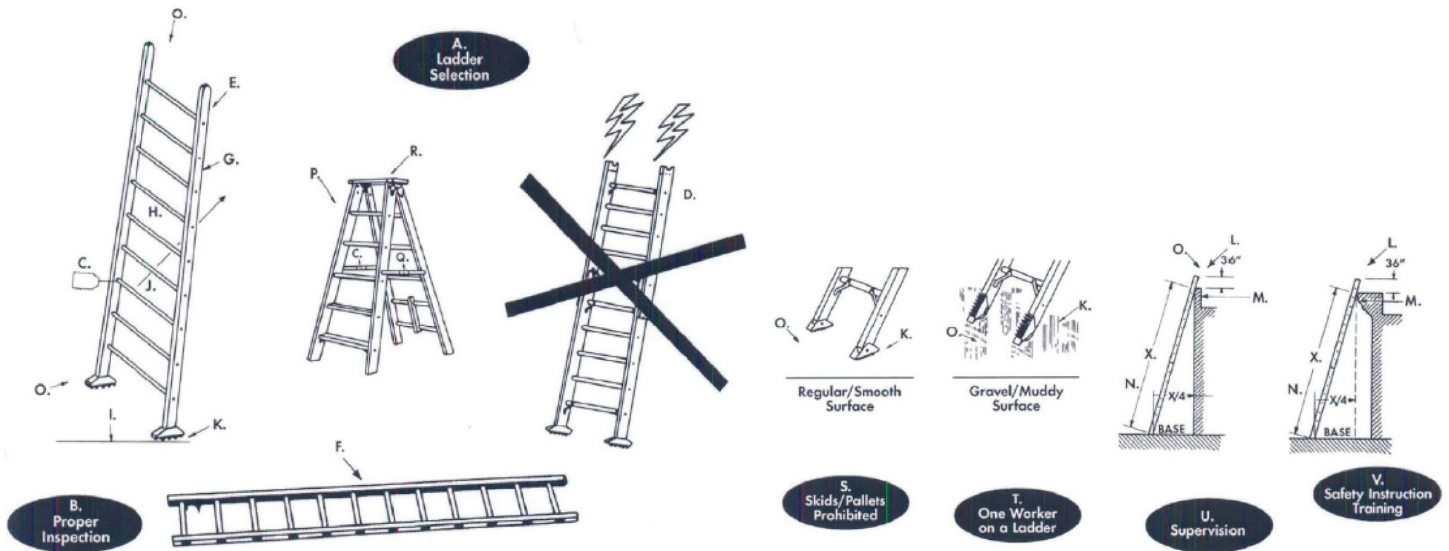
Risk Control

Portable Ladder Safety

Portable Ladder A, B, C's

- A.** Proper ladder selection is made through job preplanning and ensuring the right ladder for the job involved.
- B.** Ladders are inspected and found to be in good condition before the job begins, regular inspection thereafter.
- C.** Defective ladders, ladders with broken rungs, missing rungs and parts, broken side rails, etc., are tagged out of service, removed from the job and destroyed. Makeshift repairs are not done.
- D.** Metal ladders/ladders with metal reinforcements are not used where electrical hazards exist.
- E.** Short sections of ladders are not spliced together to make longer ladders.
- F.** Ladders are never used as scaffolding planks.
- G.** Wood ladders where coated with a preservative, utilize clear coatings, never opaque (paint) coatings.
- H.** Ladder rungs and steps are kept free of grease, oil, dirt, etc.
- I.** Ladders are not placed on unstable bases such as boxes, barrels, uneven ground, etc.
- J.** Ladders are not placed in doorways/passageways or locations where they can be displaced by other work activities.
- K.** Non-self-supporting ladders (straight ladders) are equipped with non-slip bases and/or spikes, depending on terrain, with these devices maintained in good condition.
- L.** Ladder side rails extend at least 36" above bearing point when used to gain access to a roof, floor, or a level.
- M.** Straight ladders are tied off at the top, or both the top and bottom, where conditions warrant.
- N.** Straight ladders are placed at a pitch where the horizontal distance from the top support to the foot of the ladder is no more than four times the base of the ladder.
- O.** Good housekeeping is maintained at the top and bottom levels of ladders.
- P.** Self-supporting (step ladders) are not used as straight ladders.
- Q.** Step ladder spreaders are always fully extended.
- R.** Workers never use the top of step ladders to perform work.
- S.** Pallets/skids or similar devices are never used as ladders.
- T.** Ladders are not climbed, or work is not performed on, by more than one person at a time.
- U.** Competent supervision is provided to ensure safe ladder selection, condition, and use.
- V.** All workers are instructed in the proper and safe use of ladders on a periodic basis.

Risk Control | Portable Ladder Safety



Note: Illustrations do not include all possible ladder types or designs, nor should they be interpreted as correct design criteria.

Date:	Company Name:
Project Number/Name:	Meeting Location:
	Person Conducting Meeting:

Items Discussed: _____

Problem Areas or Concerns: _____

Attendees: _____

Comments: _____

For more information, contact your independent agent, CNA risk control consultant or visit www.cna.com today.