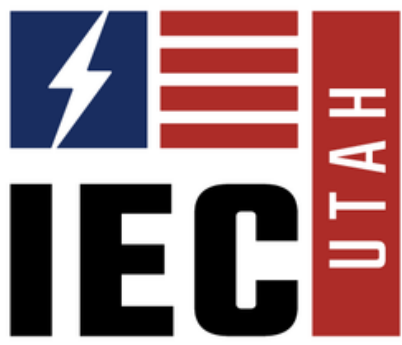
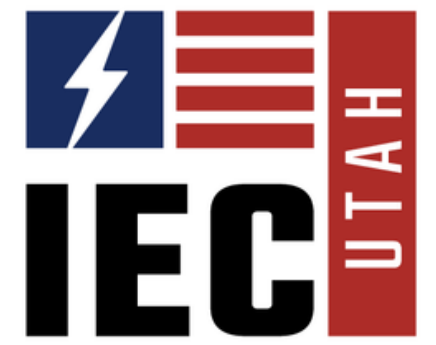




LADDER SAFETY: WATCH YOUR STEP WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY



Company
Name _____

Job
Name _____

Date _____

We use ladders every day—stepladders, straight ladders, and extension ladders—so it is essential to inspect them carefully before each use. Never assume a ladder is safe just because it was safe the last time it was used. If a ladder is in poor condition, do not use it. Carefully check for loose or missing rungs or cleats, loose nails, bolts, or screws, cracked, broken, split, dented, or excessively worn rungs, cleats, or side rails, broken or missing spreaders on stepladders, and any signs of corrosion or damage to metal components. Any defect, no matter how small it may seem, can lead to a serious incident.

Proper setup and positioning are just as important as inspection. When setting up an extension ladder, the base should be placed one foot away from the supporting structure for every four feet of height to the point of support. This “4-to-1 rule” helps ensure the ladder is stable and properly angled. If the base is too close, the ladder becomes too steep and unsafe; if it is too far, it can slip out at the bottom. Always confirm that extension ladders are equipped with proper safety feet as required. Before climbing, make sure the ladder is stable, fully supported, and positioned on a firm surface.

When climbing, always face the ladder and maintain three points of contact whenever possible. Keep both hands free to securely grip the rungs or side rails, and take your time when ascending or descending. Rushing increases the risk of slips and falls.

Never carry heavy or awkward items while climbing a ladder, as this can throw off your balance and increase the chance of a fall. Instead, use a hand line, tool belt, or material bucket to safely raise or lower tools and materials.

When using a stepladder, follow key safety rules at all times. Never use it as a straight ladder, and always ensure it is fully opened with the spreaders locked securely in place before stepping on it. Stepladders should never be used on uneven or sloped surfaces unless they are properly secured or held. Avoid placing them in front of doorways or areas where doors may swing into the ladder. Never stand on the top two steps, as these are not designed for standing and greatly increase the risk of losing balance.

Falls from ladders can result in serious injury or death, and most are preventable with proper inspection, setup, and use. Always take the time to inspect your ladder, set it up correctly, and use it safely before climbing. For additional guidance, refer to the warning and instruction labels on the ladder or OSHA Standard 29 CFR 1926.1050–1060.

Special Topics For Your Project:

Reviewed MSDS # _____ Subject: _____

Meeting Attended By:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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Supervisor's _____
Signature

These instructions do not supersede local, state, or federal regulations.