

# SAFETY AWARENESS

Brief Topic Safety Refresher Training For Associates

2024

## Basic Ladder Safety

### Use the right ladder for the job

It is important to choose a ladder that has the proper load capacity for the job. Consider your own weight as well as the weight of your equipment, tools, and materials. The ladder must be long enough to work from without using the top 3 feet.

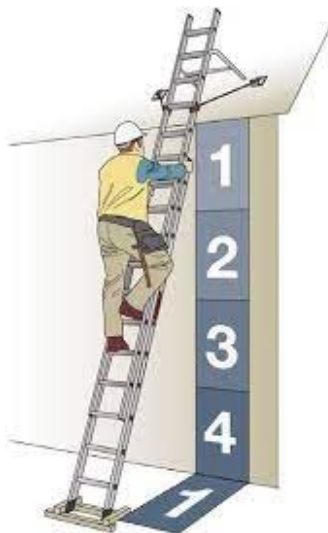
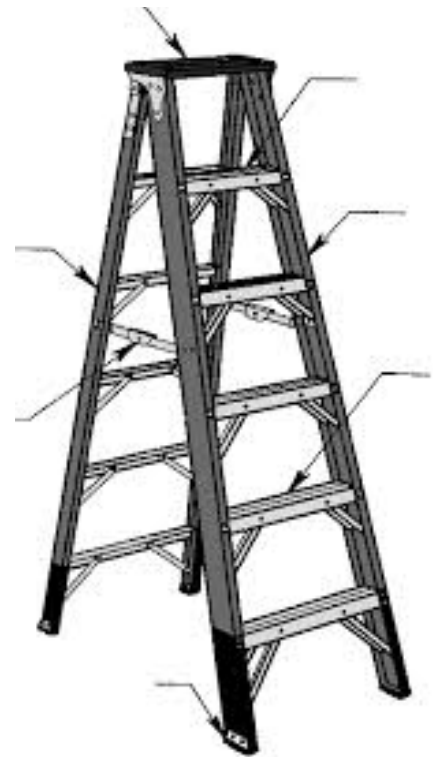
### Ladder Inspection

*Before use:*

- Check the ladder's stability.
- Ensure that all screws, bolts and hinges are tight and that the base of the ladder is secure.
- Look for loose or damaged rungs, steps, side rails, supports and any other structural damage.
- Inspect ropes, cables and pulleys for wear.
- Check for any dirt, grease or paint that could cause slips and falls.
- Remove ladders with structural damage from service.
- Your ladder should not be in close proximity to electrical wiring.

*After use:*

- Check for any new structural damage to the steps, side rails, rungs and supports.
- Check for any bends and any loosened screws, hinges and bolts.



### Set the ladder up correctly

Ladder placement is important. When using a portable ladder, make sure it is placed on a level surface and that it has non-slip base pads. Protect the base of ladder with a barricade in high traffic areas. Be sure to lock or block any nearby doors that open toward you. If you're using a stepladder, ensure that it is fully open before use.

A straight ladder should be placed at a four-to-one ratio, which means that the base should be 1 foot away from the wall or vertical surface for every 4 feet of height to the point of support. When climbing onto a roof or platform from a ladder, the ladder must extend at least 3 feet above the edge and be tied off at the top.

