

SAFETY AWARENESS

Brief Topic Safety Refresher Training For Associates

2024

Using Ladders Safely

Falls from elevated surfaces are frequently listed by the Occupational Safety and Health Administration as one of the top 10 causes of accidents in the workplace, especially in the transportation and warehousing industry. Most of these accidents occur due to a failure to follow basic ladder safety. To help

Setting up Safely

Make sure you select the correct ladder for the job—check the length and duty rating. Proper length is a minimum of 3 feet extending over the roofline or working surface.

Inspect your ladder before each use for loose or damaged:

- Steps
- Rungs
- Spreaders
- Rung dogs
- Safety feet
- Other parts



Clear the area where you will be working. Never place a ladder in front of a door that isn't locked, blocked or guarded, or in front of equipment that may become nonstationary.

Because metal ladders conduct electricity, use a wooden or fiberglass ladder near power lines or electrical equipment.

Check that all locks on extension ladders are properly engaged before placing your ladder on a steady surface. The ground underneath the ladder should be level and firm. Large, flat wooden boards braced underneath a ladder can help level it on an uneven surface or soft ground. Straight, single or extension ladders should be set up at approximately a 75° angle.

Use the 1:4 ratio to ensure your safety when on a ladder. Place the base of the ladder 1 foot away from whatever it's leaning against for every 4 feet of height to the top of the ladder.

Use Caution

Always use caution when using a ladder and do not use a ladder for any other purpose than intended. Other safety considerations include:

- Make sure the weight that your ladder is supporting does not exceed its maximum load rating (this includes the weight of the user and the weight of materials). Only one person should be on a ladder at a time.
- Keep your body centered between the rails of the ladder at all times. Do not lean too far to the side while working. Never overreach—instead, descend from the ladder and move it to a better position.
- Do not step on the top step, bucket shelf or the rear section of a stepladder.
- Always face the ladder when climbing up or down. Never leave a raised ladder unattended.
- Slowly step down from a ladder if you feel dizzy or tired.
- Non-slip footwear should be worn at all times when on a ladder.

Minimize ladder accidents by adhering to these safety and prevention tips.

