

# TOOLBOX TALKS

## PORTABLE LADDERS

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*Toolbox Talks are intended to facilitate health and safety discussions on the job site. For additional Toolbox Talks, please visit SAFETY.CAT.COM™.*

### TOPIC: Portable Ladders

#### Be Aware

- First, read all ladder labels and markings; follow all instructions.
- Avoid electrical hazards—look for overhead power lines or exposed, energized electrical equipment.
- Inspect the ladder before use. If it is damaged, remove it from service and discard it or tag it until repaired.
- Know the ladder's maximum load rating, and be sure the weight it supports (you, tools, supplies, etc.) does not exceed that rating.
- Be sure no slippery material is present on you or the ladder.

#### Place And Use Properly

- Use ladders and appropriate accessories (ladder levelers, jacks, or hooks) only for their designed purposes.
- Do not use a self-supporting ladder, such as a folding stepladder, as a single ladder or in a partially closed position.
- Place a ladder only on a stable and level surface, unless it has been secured at the top and bottom to prevent displacement.
- Do not place a ladder on boxes, barrels, or other unstable bases.
- Be sure an extension or straight ladder extends at least three feet above the point of support. Do not stand on the top three rungs.
- Place the ladder at the correct angle. The distance of the base from the point directly below the point of support should be one quarter the height of the point of support.
- If there is potential for the ladder to be bumped or moved while in use, secure it to prevent movement or erect a barricade to keep traffic away from the ladder.
- Be sure that all extension ladder locks are properly engaged.

#### Climb And Stand Properly

- Always maintain three points of contact (two hands and one foot, or two feet and one hand).
- Keep your body near the centerline of the ladder.
- Do not move or shift a ladder while someone is on it.

Discussion Date: \_\_\_\_\_

Employee Participants:  
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