
Discussion Leaders Guide Session Ladder Hazards

1. Preparation

- You will need a DVD player and a television.
- Review the **Tell**, **Ask** and **Review** portions of the Discussion Leaders Guide. You will be presenting the material in *italic* to the group during these sections.
- Preview the video before you show it.
- Ensure that everyone attending the training can easily see and hear the video.
- Print the handouts prior to the training.

Training Day

2. Introduce the Topic

Tell: *Hello. Today we are going to review the workplace hazards that can cause falls with an in-depth look at ladders. The training will have both DVD and discussion time. You may be asked questions during the discussion time on how to control falls from ladders in our workplace.*

*Look at your handout titled **Hazards Identification**.*

Hazards are conditions or actions that can cause injuries or illness.

Ladders are one of the most commonly used and abused tools. Every year hundreds of people are hurt at work while using ladders. In order to prevent injuries from using a ladder you must know how to identify the hazards that cause injuries and what to do to correct or eliminate them. Some of the hazards related to ladder use are:

- *Reaching or leaning too far rather than moving the ladder.*
- *Placing the ladder on boxes or pallets to make it taller.*
- *Climbing the ladder while carrying items.*
- *Using the wrong ladder for the job, such as using a step ladder as a straight ladder.*

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- *Standing on the very top step or rung.*
 - *Placing an extension or straight ladder at the wrong angle.*
 - *Worn or damaged ladders.*
 - *Exceeding the ladders weight limit.*
 - *Throwing tools to a worker who is on the ladder.*
 - *Using metal ladders in areas where contact with electrical wires could occur.*

Since the major hazard of a ladder is falling, here are a couple of other hazards that can cause falls:

- *Raising or lowering someone with the forklift.*
- *Working unprotected at heights greater than ten feet.*
- *Using things like boxes and chairs instead of a ladder.*

Note: Use examples from your own workplace if available.

Let's start the DVD now.

3. Start the DVD

- Select your language choice
- Select scenario

4. The DVD has paused

5. Encourage discussion

ASK: *Why is this situation hazardous?*

What hazardous conditions do you see?

What should the worker do to prevent an accident from happening?

What can we do to reduce this kind of hazard here?

6. Restart the DVD

7. Review

Tell: Look at you handout titled **Preventing**.

Falling off a ladder is a common workplace accident. Following a few simple guidelines will help keep you from being injured.

Let's review a few of the prevention steps:

- *Check for electrical power lines; never use a metal or wet wooden ladder near electricity and never work near electrical lines if you haven't been trained.*
- *Look for traffic in the area; put up barriers, if they are needed to prevent being tipped over.*
- *Check for doorways; post signs on the door to alert others.*
- *Inspect the ladder check for loose or damaged rungs, steps or braces.*
- *Make sure when you set up on the ladder that it is on solid level ground.*
- *Apply the four to one rule; ladder should be one foot from the base of the supporting item for every four feet of height.*
- *Always face the ladder when climbing and hold on with both hands. Carry tools in a tool belt or raise and lower with a line.*
- *Check your shoes and ladder rungs for slippery material.*
- *Don't lean out to the side. If something is out of your reach, get down and move the ladder.*
- *When accessing the roof or a landing make sure, the ladder extends three feet past the landing and tie the ladder off to prevent it from slipping.*

If you find a ladder in poor condition, don't use it. Report it to your supervisor. Reporting hazards to your supervisor is an important part of preventing injuries.

Eliminating injuries from falling off a ladder takes everyone knowing the hazards and how to avoid them.

Note: Review of your company's safety policies for inspecting and using ladders.

Are there any questions?

Thanks for attending.

Extras on the CD

Extended Lesson: Hidden Hazards Analysis

The Hidden Hazards Analysis is the next step in hazard identification. In most cases, the basic lesson should be completed prior to moving into the extra lesson in analyzing hidden hazards. The Hidden Hazards Analysis allows you focus on hazards that are a result of unsafe acts. It also provides an opportunity for the participants to begin to prioritize and develop prevention ideas for hazards specific to your workplace. Completing the Hidden Hazards Analysis allows you to focus your safety efforts more effectively. It can also serve as a valuable tool for refresher training for safety committee members and others who have already had basic hazard identification training.

Hazards Identification Ladder Hazards

To prevent accidents you must know how to identify hazards and what to do to correct or eliminate them.

Hazards = Conditions or actions that can cause injury or illness

Exposure = How close you are to the hazard

Common Hazards

- Reaching or leaning too far rather than moving the ladder.
- Placing the ladder on boxes or pallets to gain height.
- Climbing the ladder while carrying items.
- Standing on the very top step or rung when the ladder is too short for the task.
- Placing an extension ladder at the wrong angle.
- Using a worn or damaged ladder.
- Throwing tools to a worker who is on the ladder
- Using metal ladders in areas where it can come in contact with electrical wires.
- Exceeding the ladders weight limit.
- Placing the ladder on an uneven or unstable surface.

Preventing Ladder Hazards

Falling off a ladder is a common workplace accident. Following a few simple guidelines will help prevent an injury.

THINK...Ahead

- Choose the right ladder for the job. Don't use step ladders in place of a straight or extension ladder.
- Check for electrical power lines.
- Straight or extension ladders should extend three feet above the top support point or landing; secure the ladder to prevent it from moving.
- Look for traffic in the area; put up barriers if needed to prevent the ladder from being tipped over.
- Check for doorways; post signs on the door if working near a doorway.

ACT...Now

- Inspect the ladder, check for loose or damaged rungs, steps or braces. If you find a ladder in poor condition, don't use it. Report it.
- Make sure when you set up the ladder it is on solid level ground, you may need to use a wooden or plastic leveling wedge.
- Apply the four to one rule; ladder should be one foot from the wall for every four feet of height.
- Step ladders should be completely opened and the spreader locked before use.

WATCH...Your Step

- Always face the ladder when climbing and hold on with both hands. Carry tools in a tool belt or raise and lower with a line.
- Check your shoes and ladder rungs for slippery material.
- Don't lean out to the side; keep your body positioned between the side rails. If something is out of your reach get down and move the ladder.