ISLAND ACOUSTICS
constructing with purpose, passion and pride

Job#_____Job Name _____ Date 11/19/2026

Using a Ladder Safely

Falls are the 2nd leading cause of death and 3rd in non-fatal injuries every year. Falls from ladders make up a good majority of those deaths and injuries and can be prevented by following safe work practices described below.

1. Choosing the Right Ladder - using the wrong ladder can be dangerous. Take a minute and plan your task by considering these questions below.
   • How high do you need to reach?
   • How much weight will the ladder need to hold?
   • What is the environment in which the ladder will be used? o (level floor, slick surface, incline, stairs..)

2. Start with a Firm Foundation - no matter what kind of ladder you are using, place the base on a firm, solid surface and avoid slippery, wet or soft surfaces.
   • Never lean a straight or extension ladder against a window pane or other unstable surface. o Use a stabilizer and ladder leveler when needed.
   • When working with a straight or extension ladder - use the 4 to 1 Rule!!
   • Secure straight or extension ladders to an upper support.
   • Ensure stepladders are completely open before climbing.

3. Climb with Care - Prior to using a ladder, review the labels and inspect the ladder to ensure it is in good condition. If it isn't tag it and remove from service and get a different ladder.
   • Avoid using ladders if you feel dizzy, tired or impaired.
   • Extension ladders should always extend 3 feet above the platform you're trying to reach.
   • Make sure ladder is free of grease, oil, mud or any sticky or slippery materials.
   • If using a ladder outside, do not use in windy or inclement weather.
   • Face the ladder and always grip the rungs, not the side rails.
   • Always keep 3 points of contact with the ladder. o 2 hands and 1 foot or 2 feet and 1 hand.
   • Do not lean or overreach off the side of the ladder.
   • Do not try to move the ladder when in use • Only one person on the ladder at a time. o Unless the ladder is designed and load rated for it.
   • Do not stand higher than the step indicated on the label marking the highest standing level.

4. Ladder Inspections - Prior to each use check for:
   • Loose parts, hinges, fasteners, spreader or other metal parts
   • Cracked, broken, split or worn steps, rungs, uprights & braces If yes to any, tag and remove it from service
   • Damaged or worn non-slip bases, rope, spreader stop & lock

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OSHA SAFETY TRAINING CERTIFICATION FORM

Toolbox Topic Covered: Using a Ladder Safely

Print Name	Signature

Supervisor/Foreman Signature:_____