

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER LADDER SAFETY



Leaders Guide

PROCEDURE REFERENCE:

13.0: Ladder and Scaffold Safety

MEETING OBJECTIVE:

A ladder is one of the most commonly used pieces of equipment-and it's one of the most commonly misused pieces of equipment as well. Thousands of injuries every year are the result of the misuse of ladders. The purpose of this meeting is to make sure your employees know how to use ladders.

MEETING PREPARATION:

Read the SSG procedure, understand the contents, and ensure compliance.

Take inventory of the ladders used at the facility and, if possible, bring one of each kind to the meeting.

Determine what type of ladder should be used for the different jobs at your facility. Write this information down and bring it with you to the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

Samples of ladders used at your facility List of ladders used for different jobs Flip chart and marking pens

MEETING

INTRODUCTION

Climbing a ladder is easy, isn't it? You just grab hold of the rungs and climb right? Wrong! Thousands of people are injured as a result of falls from ladders every year – and most of those people got hurt because they weren't aware of the safe way to use a ladder. Today we're going to learn seven steps you should take to ensure that you're using a ladder safely.



Leaders Guide

The ladder is an essential and often-used piece of equipment on the job and at home. And yet many people use ladders incorrectly or choose the wrong ladder for the job. The result is thousands of falls every year, many of them resulting in serious injuries.

Step #1: Never Use a Substitute

Question: Can you think of any examples of makeshift ladders used here

or at home? Why are these makeshift ladders dangerous?

Answer: A stack of boxes – the boxes can shift.

Pulled-out file drawer – your weight could cause the cabinet to tip.

Chair on wheels – if the chair begins to move, you could fall.

Question: What kinds of excuses have you used to justify using the

wrong ladder or a makeshift ladder?

Answer: "I'm not climbing very high."

"It takes time to go get the ladder, set it up, take it down, and return

it. Who has that kind of time?"

"Just this once. What could happen?"

Emphasize that there's never an excuse for using a makeshift ladder. Using a substitute is just asking for an accident. Is it worth running the risk of injury just to save a little time?

Step #2: Know What Kind of Ladder to Use

Question: Accidents can also occur when people use the wrong ladder

for a job. Can you tell me what kinds of ladders to use for the

different jobs we do at this facility?

Answer: (Consult the list of jobs and ladders you made before the meeting.)

Changing a light bulb in the ceiling – a wooden or fiberglass

stepladder. (Remember, aluminum ladders should not be used if

you're working near a source of electrical current.)



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Taking a box down from a high shelf – an aluminum stepladder would work fine in this case.

Repairing an air-conditioning vent in the wall - a wooden or fiberglass straight ladder.

Climbing onto the roof of a building - an extension ladder.

Step #3: Inspect Your Ladder

Question: What should you do when inspecting a ladder?

Answer: Extension Ladder:

- Make sure the safety feet and rungs are clean
- Check the rungs and rails for signs of wear.
- Inspect the ropes and pulleys to make sure they're adequately lubricated and working smoothly.

Straight Ladder:

- Make sure it has non-slip, sturdy safety feet.
- Inspect the rungs for excessive dirt or grease.
- Check the rungs and rails to be sure they're not cracked or loose.

Stepladder:

- Be sure the steps and safety feet are clean and sturdy.
- Examine the rails and rungs to make sure they're not cracked or loose.
- Check the braces and hardware for signs of wear.

Explain that ladders should never be painted.

Question: If you find a ladder in poor repair what should you do?

Answer:

- Don't use it. Tag it to make sure no one else uses it either.
- Report it to a supervisor.



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Step #4: Set Up the Ladder Properly

Question: No matter what kind of ladder you use, it needs to sit firmly on

a level, non-slip surface. Beyond that, each type of ladder has different requirements for safe setup. What should you do to

set up each kind of ladder properly?

Answer: Extension Ladder:

• The two sections of the ladder should overlap by at least three feet and should be well locked before you climb.

 The base of the ladder should be one foot away from the wall for every four feet of the ladder's height (the 4-1 rule).

• If you're using the ladder to mount a roof or platform, the top of the ladder must extend at least three feet beyond the edge of the platform (the 3-foot rule).

Straight Ladder:

- Make sure that both rails are resting on a solid top support before you climb.
- The 4-to-1 and the 3-foot rules apply to straight ladders, as well.

Stepladder:

- Braces should be fully locked before you begin climbing.
- Never use the top step.

Question: Think about the accidents that can happen as a result of a

ladder being set up improperly. Can you give some

examples?

Answer: Failing to follow the 4-to-1 rule – if the ladder is set up too close to

the wall, your weight can cause it to sway backward; if the ladder is set up too far from the wall, your weight can cause it to slip, slide,

or even break.

Failing to check that braces are locked-the ladder can collapse.

Leaning a ladder against boxes, shelves, or shrubs – if the unstable surface begins to sway or topple, the ladder (and you) will come crashing down.



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Setting up a ladder in front of a door without posting warning signs for passersby – if the door opens toward you, it can hit the ladder.

Setting up a ladder in a heavily trafficked area or in a blind corner – if you haven't posted warning signs, or if you have no one nearby to stand guard people can walk into the ladder.

Step #5: Climb the Ladder Properly

Question: What are the basic rules for safe climbing?

Answer: Before climbing, inspect the bottoms of your shoes and the rungs or

steps of the ladder for slipping hazards.

Face the ladder as you climb.

Hold on to the side rails with both hands as you go up the ladder.

Use a tool belt rather than carry tools in your hands as you climb.

When using a stepladder, climb no higher than the second step

from the top.

When using a straight or extension ladder, go no higher than the

third rung from the top.

Don't race up or down the ladder.

When climbing down a ladder, use both hands to grip the rails.

Face the ladder and go slowly.

Step #6: Practice Safe Work Habits

Question: What should you do to work safely while on a ladder?

Answer: Use a tool belt. Don't balance tools on top of a ladder or hang them

on the rungs.



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Raise or lower tools and materials with a rope.

Resist the temptation to toss tools to other people (or have other people toss tools to you) while you're on a ladder.

Don't let more than one person get on the ladder at the same time.

Make sure you work only within arm's reach of the ladder. If you need to overreach, get off the ladder and move it. Never "walk" the ladder by jumping up and down on it.

Barricade your work area if you've set up the ladder in the middle of an aisle, near a doorway, or in a blind corner.

Step #7: Carry the Ladder Correctly

Question: Can anyone tell me the proper way to carry a stepladder?

Answer: Grasp the ladder near the center.

Keep the front end of the ladder high enough to clear a person's

head, and the back end near the ground.

Use extreme caution when walking through doorways or in areas

where visibility is poor.

Question: Can anyone tell me the proper way to carry a straight and

extension ladders?

Answer: If you can carry the ladder by yourself, use the guidelines for a

stepladder.

If the ladder is too long or too heavy for you to carry, ask for help.

When carrying a ladder with a partner, make sure both of you stand

on the same side of the ladder.



Leaders Guide

SUMMARY:

I hope you've all refreshed your memories about using ladders safely. Maybe you have learned something new as well. Now I ask you to remember what we've discussed today and to practice these safety rules whenever you use a ladder.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle



WHAT'S AT STAKE

Using a ladder is a safer alternative to using a makeshift climbing device or an improvised work platform. However, using a ladder incorrectly can result in serious, even fatal injuries.

WHAT'S THE DANGER?

Broken bones and head injuries are common results of falls involving ladders. In addition, workers are sometimes electrocuted when a ladder contacts an electrical circuit.

EXAMPLE

Many types of ladders are available, and each is designed to do a certain kind of work. There are stepladders made for industrial, commercial and household use. There are single ladders, sectional ladders, extension ladders and rolling ladders. Ladders may be made of wood, fiberglass or metal, and they may be portable or fixed.

HOW TO PROTECT YOURSELF

- Make sure you use the best ladder for the job. It should be the right design and constructed of the right material.
- Do not use the ladder for any purposes other than those recommended by the manufacturer.
- Never use a metal ladder or wire reinforced wood ladder when working near a live electrical conductor.
- The worker and the materials on the ladder should not exceed the recommended load limit.
- Examine the ladder for any defects or damage. Check for looseness between the rungs and the siderails and check moving parts and bindings for too much play. Check for split or cracked wood, corroded metal and frayed ropes.
- Wooden ladders should not be painted because this can hide defects; instead, they should be coated with a clear lacquer.
- If you find a problem with the ladder, immediately withdraw it from service so it can be repaired or destroyed. Tag it "Do Not Use."
- Position the ladder correctly, the way it was designed to be used. Place the base on a solid, non-slip surface. Both rails should be supported at the top unless the ladder is designed to be used with a single support attachment.
- A straight ladder should be set up using the four-to-one rule. For every four feet that goes up in height, the base of the ladder should be placed one foot away from the wall.
- Use both hands while climbing. Do not carry tools or materials in your hands; carry small tools in a belt and use a hoist for larger items.

FINAL WORD

Ladders are also common in our homes, used for construction, painting, pruning and cleaning projects. Follow these tips to use them safely.

LADDER SAFETY Meeting Sign-In Sheet

METINGDATE:		LOCATION:				
SHIFT:		CONTENTS OF MEETING:	☐ Handout	☐ Video		
			☐ Other	☐ Guest Speaker		
MEETING CONDUCTED BY:				Ореане		
GUESTSPEAKER (if applicable):						
ATTENDEES:						
NAME(Print)	SIGNATURE	NAME(Print)	SIGNAT	URE		
1		16				
2		17				
3						
4						
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8						
9						
10						
11						
12		27				
13						
14		29				
45		20				



LADDER SAFETY Employee Quiz

1. Correct use of a ladder is a safer alternative to building a makeshift climbing device.

True or False

- 2. A worker can be electrocuted when a ladder touches a live electrical circuit. True or False
- 3. Falls from ladders can be fatal.

True or False

4. The load limit on a ladder refers to the materials you are carrying, not to your own weight.

True or False

5. All ladders should be painted.

True or False



Employee Puzzle

Unscr	amble the words	.			
1.	AIUULNMM		7. OTS	SIH _	
2.	AAMEGD		8. LM	ATE _	
3.	YSREOTD		9. IAN	NTP _	
4.	LECLTCIAER		10 . GR	UN	
				_	
5.	AFLL		11. RDF	PEAEDTSL _	
6.	OTOF		12 OD	FOWN	



LADDER SAFETY Employee Quiz Answers

1. Correct use of a ladder is a safer alternative to building a makeshift climbing device.

True or False

- 2. A worker can be electrocuted when a ladder touches a live electrical circuit. True or False
- 3. Falls from ladders can be fatal.

True or False

4. The load limit on a ladder refers to the materials you are carrying, not to your own weight.

True or False

5. All ladders should be painted.

True of False



LADDER SAFETY Employee Puzzle

Unscramble the words.

1. AIUULNMM	ALUMINUM	7. OTSIH	<u>HOIST</u>
2. AAMEGD	DAMAGE	8. LMATE	METAL
3. YSREOTD	DESTROY	9. IANTP	PAINT
4. LECLTCIAER	ELECTRICAL	10. GRUN	<u>RUNG</u>
5. AFLL	FALL	11. RDPEAEDTSL	STEPLADDER
6. OTOF	<u>FOOT</u>	12. ODEOWN	WOODEN