

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____
Meeting Leader _____ Title _____
Date Held _____ Place _____ Time _____
Subject of Meeting PORTABLE LADDERS

Common types of portable ladders include step, single and extension ladders. Step ladders are the most frequently used of all ladders and range in size from small step stools to twenty feet in height. The maximum height for a single ladder is 30 feet. Extension ladders may be used in lengths as great as sixty feet. At that height, the sections must overlap at least 5 feet. Most ladders are available in wood, aluminum and fiberglass, though wood is the most common material of construction. You should always ensure that the material the ladder is made of fits the requirements of the job you are doing, especially when you are working near electrical lines.

DUTY RATINGS

Duty ratings, established by the American National Safety Standards institute (ANSI), define a ladder's recommended use and weight capacity. There are four duty ratings. If you are unsure of your ladder's rating, assume that it is light duty. Ladder ratings are:

- Type IAA - 350 pounds (Extra, Extra Heavy Duty, Industrial)
- Type IA - 300 pounds (Extra Heavy Duty, Industrial)
- Type I - 250 pounds (Heavy Duty, Industrial)
- Type II - 225 pounds (Medium Duty, Commercial)
- Type III - 200 pounds (Light Duty, Household)

SAFETY PROCEDURES FOR SETTING UP PORTABLE LADDERS

- Place the ladder on a level and stable surface. If you are working on soft ground, place the ladder on wide boards. Some ladders are equipped with automatic levelers. These devices will automatically adjust the legs and level the ladder.
- Ensure the feet of the ladder are parallel with the surface the ladder rests against.
- Position an extension ladder before extending it. The distance from the ladder's base to the supporting structure should be $\frac{1}{4}$ the vertical height you are adjusting the ladder to reach.
- Extend a ladder used to access an upper landing at least three feet above the landing or secure the ladder and provide a handrail at the top.
- Anchor the ladder at the top to prevent movement. Add an anchor at the bottom as well for additional safety.
- If the base cannot be secure against slipping, have a co-worker secure the base while you are using the ladder.
- Rest the ladder against a firm surface. Never rest the ladder on a window or window sash.
- If the ladder is placed in front of a door, lock and tag the door or block it open.
- Barricade affected passageways, doorways and driveways.
- Engage locking devices on step ladders.