

# Ladder Safety Training Document

## Annual Refresher Training

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### Introduction

Ladder safety is crucial for preventing workplace accidents and ensuring compliance with safety regulations. This document provides a refresher on ladder safety principles and refers to a training video that you must have watched prior to completing this training.

### Objectives

By the end of this training, you will:

1. Understand the types of ladders and their appropriate uses.
  2. Recognize common hazards associated with ladder use.
  3. Know the steps to properly inspect, set up, and use ladders safely.
  4. Identify emergency procedures in the event of a ladder-related incident.
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### Pre-Training Requirement

Before proceeding with this document, you are required to watch the "**Ladder Safety Basics**" training video. Ensure you have paid attention to:

- Types of ladders and their weight capacities.
  - Proper inspection techniques.
  - Safe ladder setup and usage.
  - Common mistakes to avoid when using ladders.
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### Key Topics Covered

#### 1. Ladder Types and Uses

- **Step Ladders:** Ideal for jobs requiring stability and no leaning support.
- **Extension Ladders:** Suitable for reaching elevated areas.
- **Platform Ladders:** Provide a stable standing area for prolonged tasks.

**Key Tip:** Always choose a ladder rated for your intended load and ensure it meets safety standards.

#### 2. Ladder Inspection

Inspect ladders before each use:

- Check for cracks, bends, or missing parts.
- Ensure all locking mechanisms are functional.

- Verify the ladder is free of grease, oil, or other slippery substances.

### **3. Setting Up the Ladder**

- Place ladders on a stable, level surface.
- Maintain a 4-to-1 ratio for extension ladders (1 foot out for every 4 feet of height).
- Secure the ladder to prevent movement.

### **4. Safe Ladder Usage**

- Always face the ladder when climbing or descending.
- Maintain three points of contact (two hands and one foot or two feet and one hand).
- Do not overreach; keep your belt buckle within the ladder rails.

### **5. Emergency Procedures**

- In the event of a fall or ladder malfunction:
  - Call for immediate medical assistance if injuries occur.
  - Report the incident to your supervisor.
  - Review and document the ladder's condition to prevent recurrence.

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### **Post-Training Quiz**

To ensure comprehension, complete the following quiz:

1. What should you check during a ladder inspection?
2. What is the 4-to-1 rule in ladder setup?
3. How many points of contact must you maintain while using a ladder?
4. Describe the steps to take in case of a ladder-related incident.

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### **Acknowledgment**

By signing below, you acknowledge that you have watched the "Ladder Safety Basics" video and reviewed this training document.

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_