

Step Ladders

Introduction

Stepladders provide access for short tasks, but overreaching, climbing too high, or using unstable footing can cause a fall. Select the correct size and duty rating before work.

Hazards & Controls

Fully open the stepladder on a stable, level surface and engage the spreaders or locking devices. Do not use it folded as a leaning ladder unless specifically designed for that mode.

Do not stand on the top cap or top step; follow the ladder's highest-standing-level label. Keep your body between the rails and reposition instead of overreaching.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

What is the highest standing level marked on this ladder?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Ladders (29 CFR 1926.1053)

OSHA: Safe Use of Stepladders

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Meeting Record & Sign-In

Step Ladders

Company: _____ Date: _____

Jobsite: _____ Presenter: _____

Time / duration: _____ Crew / shift: _____

Site-specific hazards and controls discussed

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Follow-up action / responsible person / due date

Extension Ladders

Introduction

Extension ladders need a sound support, a suitable setup angle, and protection against movement. Select a ladder long enough for the intended access without exceeding its permitted extension.

Hazards & Controls

For a non-self-supporting ladder, set the base out approximately one-quarter of its working length measured along the ladder from the foot to the top support. Engage locks and follow the manufacturer's overlap requirements.

For access to an upper landing, side rails normally extend at least 3 feet above it. If that is not possible, use the secured-top and grasping-device arrangement required by the applicable rule. Secure against displacement.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

How will we secure this ladder and transfer safely at the landing?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Ladders (29 CFR 1926.1053)

CCOHS: Extension Ladders

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Follow-up action / responsible person / due date

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Ladder Inspections

Introduction

Weather, transport, and loading can damage ladders. Check before each use and after a drop or impact; a ladder that looks usable may still have a hidden defect.

Hazards & Controls

Check rails, rungs, feet, spreaders, locks, rope, and hardware. Look for cracks, bends, looseness, corrosion, and contamination; ensure labels remain readable.

Tag defective ladders and remove them from service. Arrange competent-person inspections periodically and after events that could affect safe use; follow the manufacturer's repair or replacement instructions.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

Which three defects would make you remove a ladder from service?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Ladders (29 CFR 1926.1053)

CCOHS: Ladder Inspection

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Ladder Inspections

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Proper Angle and Setup

Introduction

A leaning ladder can slide or tip when its angle or support is wrong. Take time to choose a safe location and verify the setup before climbing.

Hazards & Controls

For manufactured non-self-supporting ladders, place the foot about one-quarter of the working length away from the top support (the 4-to-1 setup rule). This does not describe stepladder setup.

Support both rails equally unless using an approved single-support attachment. Use stable footing, secure against slipping, and protect the ladder from doors, vehicles, and pedestrian traffic. Never level with loose bricks or boxes.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

If the working length is 16 feet, approximately how far out should the base be?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Ladders (29 CFR 1926.1053)

OSHA: Portable Ladder Safety QuickCard

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Proper Angle and Setup

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Follow-up action / responsible person / due date

Scaffold Assembly and Inspection

Introduction

A scaffold is a system: its foundation, frames, braces, connections, and platform must work together. A missing or mismatched component can lead to instability or collapse.

Hazards & Controls

Use the manufacturer's instructions and a qualified-person design. Erection, alteration, movement, and dismantling must be directed by a competent person qualified for those activities and done by trained, experienced employees selected for the work.

Have a competent person inspect before each work shift and after anything that could affect structural integrity. Check footing, base plates, mudsills where needed, bracing, ties, decking, access, and fall protection.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

Who is the competent person, and what events require a new inspection?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Scaffolds (29 CFR 1926.451)

OSHA: Frame or Fabricated Scaffolds

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Scaffold Assembly and Inspection

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Time / duration: _____ Crew / shift: _____

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Follow-up action / responsible person / due date

Guardrails and Planking

Introduction

A sound platform and suitable edge protection reduce scaffold falls. Scaffold type, height, work, and site conditions determine which protection is required.

Hazards & Controls

In construction, employees on scaffolds more than 10 feet above a lower level need fall protection; the scaffold type determines whether guardrails, personal fall arrest, or both are required. Do not assume every scaffold has the same rule.

Use properly supported, secured, fully planked or decked platforms within applicable gap limits. Reject damaged planks; have the competent person verify spans, overlaps, and protection before use. Do not improvise decking.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

What fall protection does this scaffold require, and who verified the platform?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Scaffolds (29 CFR 1926.451)

OSHA: Scaffold Platform and Fall Protection Requirements

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Guardrails and Planking

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Follow-up action / responsible person / due date

Rolling Scaffolds - Baker Scaffolds

Introduction

Narrow-frame rolling scaffolds are useful for interior work but can overturn if misused. Follow the manufacturer's configuration limits and the site's approved setup and movement procedure.

Hazards & Controls

Lock the casters and any required swivel locks during stationary use. Check connections, braces, platform supports, outriggers when required, level footing, and overhead obstructions.

For these safety talks, use the conservative practice of everyone descending before relocation. Move from near the base, clear the route, and recheck setup and locks afterward. Never ride unless a separately authorized procedure meets every applicable rule and manufacturer limit.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

What must be checked before moving and before climbing again?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Scaffolds (29 CFR 1926.451)

OSHA: Narrow Frame Scaffolds

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Working from Heights

Introduction

Ladders, scaffolds, roofs, and elevated platforms have different fall hazards and rules. Plan the task and select equipment that lets the worker reach the job without unsafe leaning or makeshift access.

Hazards & Controls

Have the employer identify the applicable fall protection requirements for the work and equipment. Portable-ladder rules do not automatically impose a harness requirement solely because of height; scaffold and other elevated-surface rules differ.

Use required guardrails or properly selected personal fall protection, with suitable anchorage and rescue planning when applicable. Never attach a lanyard to a ladder or scaffold member unless the system is approved for that use.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

Which equipment-specific fall protection rule applies to today's task?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Scaffolds (29 CFR 1926.451)

OSHA: Working from Portable Stepladders

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Falling Objects from Ladders-Scaffolds

Introduction

Dropped tools and materials can injure people far below the work. Control objects at the source and keep people out of the drop zone; head protection alone does not eliminate the hazard.

Hazards & Controls

Keep materials away from unprotected edges. Use suitable toeboards, screens, nets, canopies, or barricaded exclusion zones as required for the exposure. Secure larger objects that these measures cannot contain.

Use compatible tool-retention systems where appropriate without creating an entanglement or balance hazard. Hoist or lower items safely, communicate with the crew, and never throw objects from height.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

What could fall today, and how will we protect everyone below?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Scaffolds (29 CFR 1926.451)

OSHA: Falling Object Protection at Scaffold Access Points

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Meeting Record & Sign-In

Falling Objects from Ladders-Scaffolds

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Access to Elevated Work Platforms

Introduction

Safe access is part of the work plan. Use the ladder, stair tower, ramp, or other designated route selected for the platform instead of climbing braces or creating a makeshift path.

Hazards & Controls

Use an approved means of access when a scaffold platform is more than 2 feet above or below an access point. Do not climb cross braces. Integral frames may be used for access only when designed and compliant for that purpose.

Keep access routes clear and well lit. Face the ladder while climbing, maintain secure contact, and use a hoist or suitable tool belt so carried items do not cause loss of balance. Do not climb over guardrails.

Stay within the equipment rating, including people, tools, and materials. Stop work if the setup or conditions change; have concerns corrected before continuing.

Safety Reminders

Inspect before use, keep the work area clear, and follow the equipment instructions and site safety plan. Keep electrical hazards in the pre-task review; obtain the required clearance or isolation before setup.

Engagement Questions

Where is the approved access, and how will tools reach the platform?

What site-specific hazards or changes would make us stop work?

Sources and use notice

OSHA: Construction Scaffolds (29 CFR 1926.451)

OSHA: Scaffold Access Requirements

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