

About Tool Box Talks

Please read through this document with each of your staff FACE TO FACE in the form of a Toolbox talk, encourage interaction on the Discussion points. Each Toolbox talk should take no more than 10 – 15 minutes.

A tool box talk record sheet shall be completed containing each employee's signature. Retain a copy on your local Toolbox talk file and fax/email a copy to the central number shown at the bottom of the Toolbox talk form.

Using Ladders & Stepladders

Introduction:

Falling from height is the major cause of death in the construction industry.

More than half of falls from a height of over 2 metres result in death or serious injury. All such deaths and serious injuries are preventable.

Main points:

- Ladders and stepladders are essentially a means of access and should only be used as a working platform for very short duration tasks where alternative platforms would be impracticable, and where such tasks can be carried out safely.
- Only industrial class ladders and stepladders should be used, they must be in good condition (carry their own unique reference and subject to periodic inspection supported by records).
- Ladders must be used correctly (1 unit out for every 4 units up) and secured (preferably tied off at the top using both stiles to prevent both sideways slip and rotation).
- When using stepladders they must be secured to prevent movement and falls, don't use the top platform as a step or work platform always work within the capacity of the equipment, if you have any doubt get someone to hold them.

Discussion points:

the following points refer to ladders but they equally applicable to stepladders

- Ladders must extend beyond working platforms by 1 metre to allow for safe access.
- Ladders must not be painted (this hides defects), should be stored correctly, carry their own unique reference and be subject to regular inspection.

Discussion points:

- Never take serviceability for granted, always carry out a visual check prior to use. Report any defects immediately to your supervisor.
- Never carry out unauthorised repairs to a ladder, and never use a ladder with unauthorised repairs, and never use a home made ladder!
- Always stand ladders on a firm base. Never use milk crates, oil drums, etc., to gain extra height, and if ground is soft use suitable support. Consider staking at bottom and tying at the top make secure.
- Never use rungs as a support for planks, or rest rungs on planks.
- Remove excessive mud, grease, etc., from footwear prior to climbing/descending a ladder.
- Always use both hands to climb/descend, and face the ladder.
- Do not carry loads up ladders – use hoists or alternatives.
- Never over reach from ladders – get down and move them.
- Avoid using metal ladders against metal surfaces – the reduced friction makes them more liable to slipping.
- Beware of overhead obstructions, especially overhead power lines (metal ladders/metal reinforcements)

SILLY PEOPLE TAKE CHANCES –
SENSIBLE PEOPLE TAKE PRECAUTIONS