

Company Name	Instructor	Date

Recommended Personal Protective Equipment

PPE use depends on task being performed. Possible required PPE: Safety Glasses, Hearing Protection, Gloves, Hard Hat, Above the Ankle Lace-up Work Boots, Safety Vest (while working near roadways and parking lots)

Sequence of Basic Job Steps & Potential Hazards	Pictures	Recommended Action or Procedure
<input type="checkbox"/> Examine the work area before working and determine proper ladder. Slip and Falls, Electrocutions.		<ul style="list-style-type: none"> Identify areas of potential slips and falls, pine straw beds, wet walkways, etc. Choose the correct ladder for the task. Will you need an extension ladder or and A-frame? How high will you need reach? Is your ladder tall enough? Is the ladder rated to carry the weight you will be applying? Do not use metal ladders near power lines or other energized parts or equipment. Fiberglass ladders offer a better protection against electrocution hazards. DO NOT use ladders in high wind conditions. If you are in poor health, subject to fainting spells, have physical handicap that would impair your climbing ability, or if you are under the influence of any drugs or alcohol (including legal drugs that may cause drowsiness), you should not use a ladder.
<input type="checkbox"/> Inspect the ladder for defects and/or damage. Falls related to defective ladders.		<ul style="list-style-type: none"> Inspect the ladder before each use. Make sure all rivets, joints, nuts and bolts are tight. Make sure the steps and rungs are secure and free from oil, grease, mud, or anything else that may make the rungs slippery. Make sure the support rails are not cracked or otherwise damaged. Make sure the feet supports are in place and not damaged. Make sure the spreaders for A-frame or step ladders are working properly. Make sure the pulleys, ropes and rung locks are working properly on extension ladders. DO NOT make any repairs or quick fixes in the field to any ladders. If the ladder is damaged it must be removed from service and tagged until repaired or disposed of.
<input type="checkbox"/> Setting the ladder up. Slip or Falls, Strains, Electrocutions,		<ul style="list-style-type: none"> Always set up on a level stable surface. DO NOT ever place the ladder on other object such as scaffolding, scissor lift, bucket, box, etc. Secure ladders with a rope or have another employee hold the ladder while in use to prevent movement. DO NOT set up ladders near energized power lines or equipment. Avoid setting up ladders near opening doors. Open the door before setting up ladder. If the ladder is used to access an elevated surface the ladder must extend 3 ft higher than the elevated surface. A-frame or Step Ladders: Open fully and lock braces in place, do not use as a straight ladder or in partially open position, it must be fully open and locked. Extension Ladders: Set ladder on firm level ground, secure base when extending ladder, The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface.
<input type="checkbox"/> Use the ladder. Strains/Sprains, Slips, Trips, Falls.		<ul style="list-style-type: none"> Always face the ladder (even when working) and when climbing or descending always use the three point contact rule (two hands and one foot or one hand and two feet). Do not carry any tools or equipment while climbing or descending. Either have another employee hand them to you or raise and lower via rope. Never stand on the top three rungs and keep both feet on the ladder, avoid standing on the rung and another surface. Do not move, "walk", or shift while you are still on the ladder. Step down and then move. Do not overreach. Keep your belt buckle between the rails. Keep the ladder close to your work. DO NOT store anything at the base of the ladder. Ladders are meant for one person, do not overload. DO NOT use a platform, bridge, or brace. Extra precaution might be needed to prevent ladder from tipping over, either secure with rope or have another employee hold the ladder. When lowering extension ladder make sure your hands are clear and will not get caught.
<input type="checkbox"/> Moving or carrying ladders. Strains/Sprains, Electrocutions, Property Damage, Slips, Trips and Falls.		<ul style="list-style-type: none"> Always carry a ladder horizontally. If ladder is too long or too heavy, ask for help and use team lifting. Use caution when carrying ladders near buildings and cars. Use proper lifting techniques when lifting; bend at the knees not at the back. Watch for overhead power lines!!

Employee's Name	Employee's Signature	Employee's Name	Employee's Signature