

# TOOL BOX TALKS

## Ladder Safety

### School Slip, Trip, and Fall Prevention



A school maintenance employee fell from a tall step ladder after getting an electrical shock while changing a light bulb. The employee sustained back, leg and elbow injuries.

#### Tool Box Tips

1. Choose the correct ladder for the job. Ladders or step stools that are too short could contribute to a spinal, brain or head injury, fractures and sprains.
2. Follow safety labels, warnings and instructions displayed on the ladder.
3. Avoid over-reaching. Rule of thumb: Keep your belt buckle inside the rails of the ladder.
4. Always use the proper ladder when attempting to reach elevated objects or tasks. Never use chairs, buckets, crates or other objects not designed to hold your weight.
5. Get help when attempting to do a difficult task atop a ladder. Offer to assist coworkers when they are having difficulty working at heights.
6. Maintain three points of contact when going up or down ladders. Use ropes to raise and lower supplies instead of carrying too much.
7. Set up step ladders with both spreader bars fully extended and locked.
8. Avoid setting up any kind of ladder in doorways or where heavy foot traffic is expected.
9. Set up step ladders on a stable surface. Never use step ladders when a straight ladder is needed.
10. Do not stand on the top two steps of a step ladder.
11. Tie off or secure extension ladders to prevent kick out, tip back or tip over.
12. Make sure extension ladders are extended a minimum of three feet above the support edge. Set the ladder out one foot for every four feet of ladder height to the support edge.

**Always use  
the right ladder  
for the job.**

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

#### For more information:



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