

EMPLOYEE TRAINING RECORD

TRAINING TITLE Working on Portable Ladders

KEY TEACHING POINTS

- Check for overhead electrical wires before setting up ladder.
- Tie yourself off with a safety harness when working 6 feet or more off the ground or when working with both hands.
- Clean slippery boot soles before mounting ladder. Avoid climbing with wet soles. Ensure that footwear is in good condition.
- Face the ladder when going up or down and when working from it.
- Keep the center of your body within the side rails.
- Ensure that only one person is on a single-width ladder. Only one person is allowed on a double-width ladder.
- Maintain three point contact by keeping two hands and one foot, or two feet and one hand, on ladder at all times.
- Grasp rungs, not side rails, when climbing a ladder.
- Wear protective footwear with slip-resistant soles and heels.
- Ensure that all electrical equipment used for ladder work is in good condition and properly grounded.
- Do not carry objects in your hands while on a ladder. Hoist materials or attach tools to your belt.
- Do not work from the top two rungs. The higher you are on the ladder, the greater your chance of toppling over.
- Do not overreach from ladder. Step down and move ladder as required.
- Do not use ladder near electrical wires.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. Clean slippery boot soles before going up and down ladder.		
2. Do not use ladders around electrical wires unless authorized.		
3. Carry tools in one hand when going up and down ladder.		
4. Do not stand on top three rungs of ladder.		
5. Grasp side rails when climbing a ladder.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. False 4. True 5. False