

EMPLOYEE TRAINING RECORD

TRAINING TITLE Ladders

KEY TEACHING POINTS

CHOOSING A LADDER

- Choose only ladders which suit the requirements of the job and meet safety standards.
- Choose ladders constructed of material that is resistant to any gases, vapors, fumes or chemical substances in the work environment.
- Use ladders made of non-conducting material for electrical work.
- Ensure ladders are an adequate height or extension for the task being performed. Do not stand on the top three rungs of a ladder.

INSPECTING A LADDER

- Inspect ladders before each use.
- Inspect rails that are missing, cracked, twisted, distorted, split, worn or have loose or broken braces or sharp edges.
- Inspect steps or rungs for tightness or sharp edges.
- Inspect for nails, screws, bolts, hinges or other metal parts that are loose or broken.
- Inspect surfaces for roughness and splinters.
- Inspect the non-slip feet for wear or damage.
- Replace missing identification labels.
- Inspect treads for rust, oxidation and excessive wear.
- Inspect locks that do not latch properly when the ladder is extended.

TAG DEFECTIVE LADDERS AND TAKE OUT OF SERVICE

- Do not make temporary or makeshift repairs.
- Do not try to straighten or use bent or bowed ladders.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. Choose the right ladder for the job.		
2. Inspect the ladder before each use. Take out of service defective ladders.		
3. Make temporary repairs to ladders if you can.		
4. Do not stand on the top three rungs of a ladder.		
5. As long as a ladder is tied off, there is no reason to worry about the feet.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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