

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Setting up Portable Ladders**

KEY TEACHING POINTS

- Falls from portable ladders are a major source of serious injury. Be aware of possible hazards and take proper precautions to prevent falling.
- Get help when handling a heavy or long ladder.
- Keep ladder away from electrical wires.
- Clear area around base and top of ladder of debris, tools and other objects.
- Tie off later at the top and secure bottom to prevent it from slipping.
- Set up barricades and warning signs when using ladder in a doorway or passageway.
- Place ladder feet 1/4 of ladder's working length away from the base of the structure.
- Extend ladder at least 3 feet above the landing platform.
- Place ladder on a firm footing using non-slip feet and secure blocking, or have someone hold the ladder.
- Rest both side rails on top support, and secure ladder to prevent slipping.
- Do not use ladder in a horizontal position as a scaffold plank or runway.
- Do not use any item such as a chair, barrel or box, as a substitute for a ladder.
- Do not splice together short ladders to make a longer ladder. Side rails are not strong enough to support the extra load.
- Do not use ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Erect suitable barricades or lock door shut.
- Do not place ladder against flexible or moveable surfaces.
- Do not straddle the space between the ladder and another object.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. It is important to be aware of the hazards associated with using ladders.		
2. Do not use ladders around electrical wires unless authorized.		
3. When working in front of a door, only post warning signs.		
4. Extend ladders at least 3 feet above the landing platform.		
5. Use a chair, barrel or box for low locations when you don't have 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