

TOOLBOX TALK INSTRUCTOR GUIDE

Topic: Ladder Safety	Date: _____
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1. Introduction & Overview

Ladder safety is essential to prevent falls and serious injuries in the workplace. This toolbox talk guides instructors to effectively communicate safe ladder practices and engage workers in hazard awareness.

2. Key Hazards of Ladder Use

- Falls due to incorrect ladder angle or unstable placement
- Using damaged or defective ladders
- Slipping due to wet, oily, or uneven surfaces
- Overreaching or losing balance while working
- Carrying tools while climbing the ladder

3. Mandatory Safety Precautions

- Inspect ladder before every use
- Ensure ladder is placed on stable, level ground
- Maintain correct angle (4:1 ratio)
- Always maintain three-point contact
- Do not overreach — keep body centered on ladder
- Never use damaged or makeshift ladders

4. Required Personal Protective Equipment (PPE)

- Safety helmet
- Non-slip safety shoes
- Work gloves
- Reflective vest

5. Emergency & Incident Reporting

- Report on unsafe ladder conditions immediately
- Stop work if ladder is unsafe or unstable
- Follow site emergency procedures in case of a fall
- Inform supervisor without delay

TOOLBOX TALK ATTENDANCE SHEET

Topic: Ladder Safety	Date: _____
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Sr. No.	Name	ID	Company Name	Signature
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Toolbox Talk Conducted By:

Name: _____

Signature: