



Topic: Ladders and Step Stools

Ladders and step stools are common tools used to perform a variety of tasks. In many instances, we take their use for granted and are generally only concerned if they are tall enough to reach the intended item or complete the task. While they seem like simple tools to use, planning and care are critical for safety.

General Safety Tips

- Follow manufacturer instructions for weight limits and proper use
- Inspect before each use (look for dents/cracks, loose bolts/screws, slippery rungs, etc.)
- Examine surroundings for hazards (e.g., low hanging light fixtures, high traffic areas, doorways, trip hazards)
- Place ladder on solid, level surface
- Ensure locking device or spreaders are in place
- Position extension ladders before they are extended
- Do not climb a ladder or step stool while carrying other items
- Always maintain three-points of contact (one hand and two feet, or two hands and one foot)
- Don't overextend reach
- Never jump off a ladder or step stool
- Do not stand on the top two steps of a stepladder or the top three rungs of an extension or straight ladder
- Never climb a ladder or step stool if feeling faint, dizzy or tired

Topics to Discuss

- Ladder set-up instructions
- Ladder or step stool selection

Resources

For more information about this topic, visit:

- [Ladder Safety Flyer](#)
- Ladder Safety Poster: [English](#) | [Spanish](#) | [Vietnamese](#)
- American Ladder Institute: AmericanLadderInstitute.org/
- Occupational Safety and Health Administration: OSHA.gov



Safety in Five

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Date: _____

Location: _____

Meeting Organizer: _____

Organization Name

Items Discussed:

Problem Areas or Concerns:

Attendees (Names/Signatures):

Comments:

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