Lyndon Scaffolding plc

TOOLBOX TALK

Ladder Safety

1. **Reason for Tool Box Talk**
   To ensure that all ladder accesses are erected safely for use during erection and for the end users of the scaffold.

2. **Intended Audience**
   All Lyndon Scaffolding operational staff.

3. **Type**
   Toolbox talk.

4. **Record**
   Toolbox talk recorded on training record form, completed copy to be forwarded to the SHEQ department in Birmingham for retention.

5. **Details**

   As part of our works we erect numerous ladder access points to the scaffolds that we provide to our customers, we also use these same ladder accesses for our own access during our scaffold erection, modification and dismantle works. The safe use of ladders is a legal requirement under Schedule 6 of the *Work at Height Regulations 2005* and applies to all persons at work, even scaffolders. We must provide the same standard of access during scaffold erection as we do for the end user.

Ladder Safety – Main Points
• Ladders need to extend a minimum of 1000mm above the landing point without being too long.
• Ladders need to be founded on a firm level base, which is capable of supporting the ladder and any intended loading.
• Choose the position of the ladder carefully, the area at the base of the ladder must be free from hazards and must be protected from the risk of vehicles coming into contact with it.
• Ensure that the ladder's upper stepping off point has sufficient clear headroom. Where the nature of the access provided dictates that this is unavoidable then the details must be clearly endorsed and accepted by the customer on the handover certificate.
• Ensure that any tube supporting a ladder does not appear as an additional rung as this can lead to miss-footing during use.

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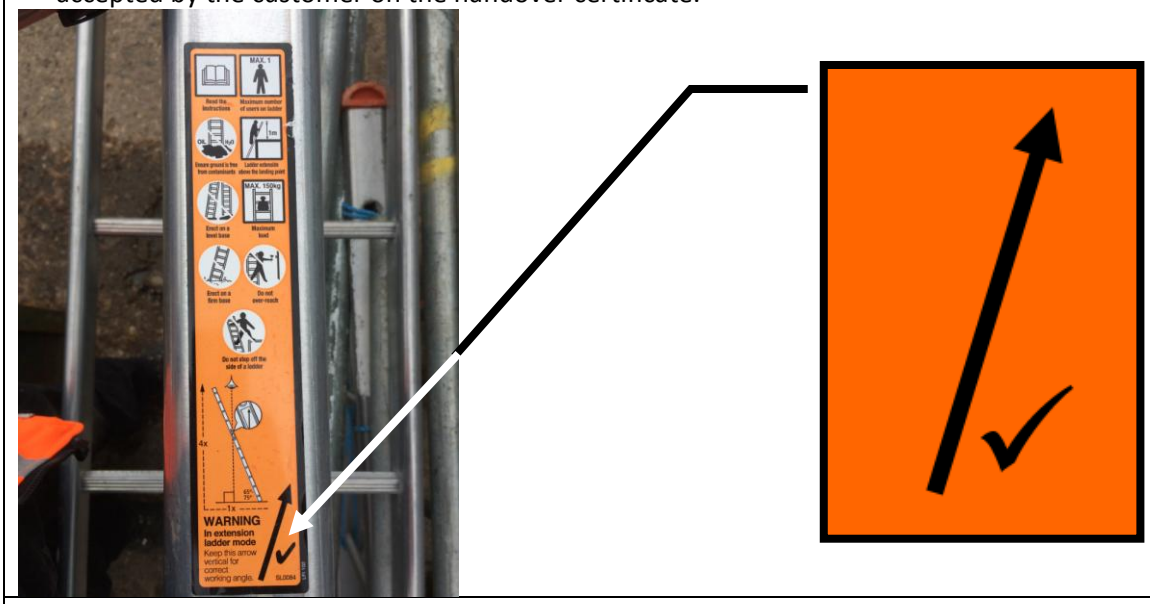
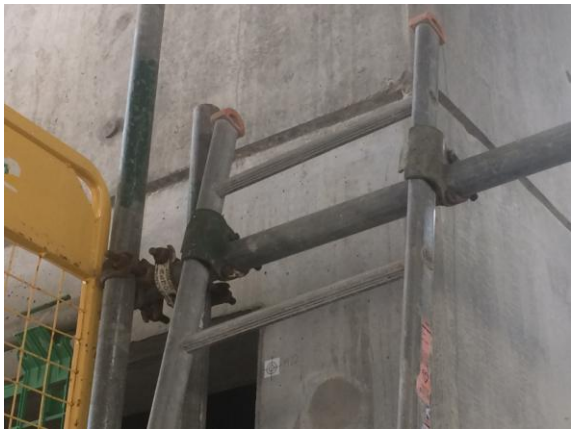
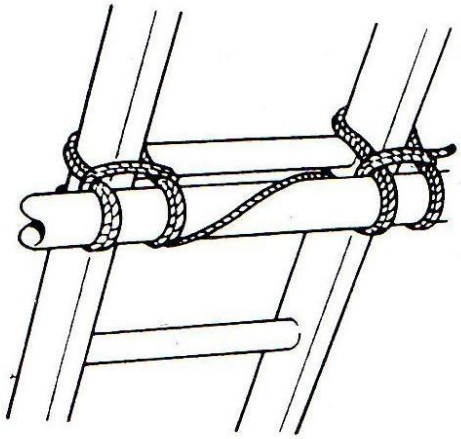
Ladder Safety – Main Points

- Ladders need to be installed at the correct angle i.e. 75^{O} or 1 in 4. As an aid to achieving the correct angle all of our new ladders have the decal shown below. Use your spirit level to check that the arrow is vertical, this will ensure that your ladder is installed at the correct angle. Where physical restrictions dictate that the correct angle cannot be achieved then the details must be clearly endorsed and accepted by the customer on the handover certificate.



- Ladders need to have their stiles lashed securely using a square lashing as shown below. It is preferable that ladders are secured both close to the top and at the lower end to prevent movement. Ladders must not be secured using putlog couplers.





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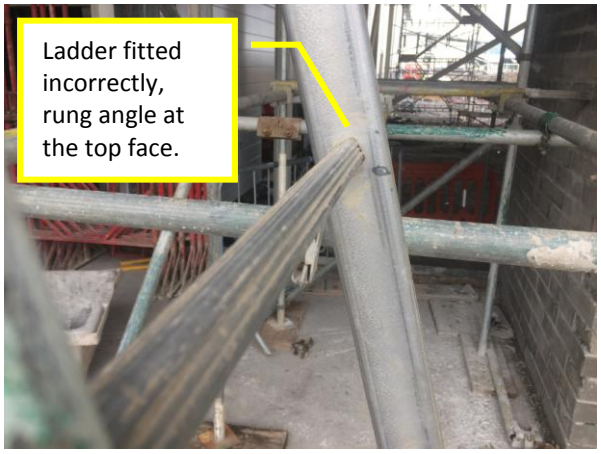
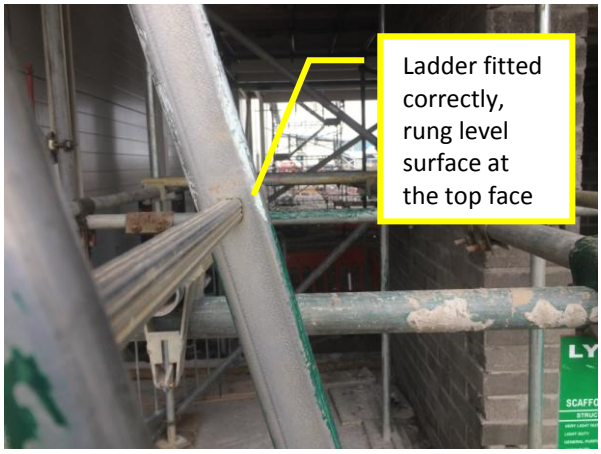
Ladder Safety – Main Points
• Primary access for scaffolders is to be via a footed ladder and this ladder must be secured immediately thereafter.
• Many of our ladders, and all of the newly purchased ladders are manufactured with the square rungs offset at an angle, this is to enable the top face of the rung to appear level when the ladder is fitted correctly increasing the safety of the ladder during use. Fitting the ladder incorrectly will increase the angle such that those using the ladder will not have sufficient surface area of the rung on which to stand.
• In accordance with SG4:15, safe access for use by scaffolders must be included as soon as it is required during the erection process and not removed until it is redundant during the dismantle process. This will remove the need for scaffolders to climb the scaffold structure.





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Ladder Safety

- An egress point that is safe and protected by a safety gate must be provided at the upper end of all ladders. **Scaffolders are not exempt from this requirement.**

- The safety gate as shown above, must not be allowed to make contact with the ladder, this is achieved by fitting a vertical stop tube for the metal tabs to close against, refer to TBT036-2016-01 Ladder Access Safety Gates for further details.
- External ladder accesses, up to 4m high are to be protected by a safety gate.
- For access above 4m internal ladders are to be fitted.
- Internal ladder accesses are also to be guard railed off and protected by a safety gate.
- The safety gate is the default method of protecting both external and internal ladder accesses. Other methods i.e. ladder hatch/Eric can only be used where it is not possible to fit a safety gate. If an alternative is unavoidable then this must be clearly endorsed and accepted by the customer on the handover certificate.
- 3 points of contact must always be maintained during use of a ladder; therefore, tools and equipment must only be carried up or down a ladder using a tool belt, a bucket with a shoulder strap or a back pack.

6. Companion Toolbox Talks

TBT036-2016-01 Ladder Access Safety Gates

7. Discussion & Closeout

TRAINING RECORD

Type:	☒ Toolbox talk	☐ Training internal	☐ Training external	☐ Other	**Page:**	1 of 1
Location:					**Record No:**	
Subject:	Ladder Safety				**Reference No:**	TBT078-2017-01 Ladder Safety

Name (please PRINT)	Signature	Date

Training Feedback

Training Carried Out by:		**Signature:**	