HBACA Builder Safety Committee

Ladder Safety Awareness

November 2023

Initiative & Stand Down Kit

The HBACA is excited to announce that November is Ladder Safety Awareness Month. All builders and trade partners are asked to join us in our valley wide Safety Stand Down the week of November 13, 2023. In addition, feel free to break out the training topics throughout the month.

Distribution Network

HBACA members field employees and at the discretion of each builder and their trade partners. Builders are encouraged to distribute these accordingly and organize brief safety meetings/discussion sessions throughout their communities.

Elements of the Kit:

Tool Box Talk #1 – **Ladder Safety Checklists**

Tool Box Talk #2 – **Selecting the Right Ladder for the Job** (English and Spanish)

Tool Box Talk #3 – **Ordering Replacement Stickers**

Tool Box Talk #4- **Step Stool**

HBACA
Home Builders Association of Central Arizona

Learn more at www.hbaca.org

LADDER SAFETY TIPS

Ladders are common everyday tools that many workers take for granted. As you read the safety guidelines, you may say: “I know that, that’s just plain common sense.” You can avoid a ladder injury if you think before you act and use ladders correctly. Your work will be easier and more productive, too. Most ladder related injuries are preventable, if you think before you climb.

THE "RIGHT" WAY TO USE A LADDER THE "WRONG" WAY TO USE A LADDER

RIGHT

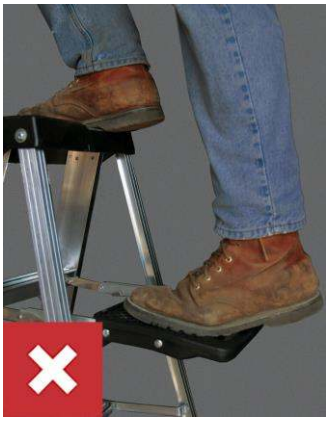
Properly set-up and use the ladder in accordance with safety instructions and warnings. Wear shoes with non-slip soles.

RIGHT

Center body on the ladder and keep belt buckle between the rails while maintaining a rm grip.

WRONG

DON'T stand above the second step from the top of a stepladder or the fourth rung from the top of an extension ladder.



WRONG

DON'T climb on the back of a stepladder. DON'T stand or sit on a stepladder top or pail shelf.

RIGHT

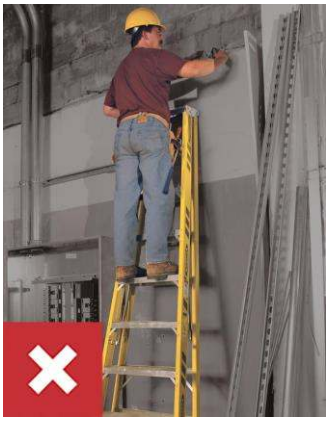
Haul materials with a line rather than carry them up an extension ladder. Use extra caution when carrying anything on a ladder.

RIGHT

Climb facing the ladder, move one step at a time and rmly set one foot before moving the other.

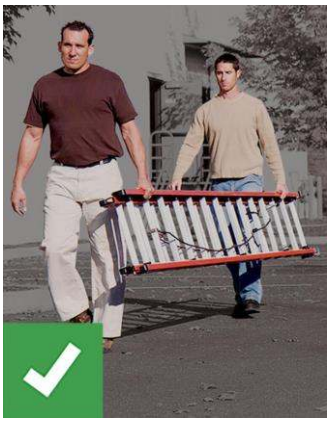
WRONG

DON'T climb a ladder if you are not physically and mentally up to the task.



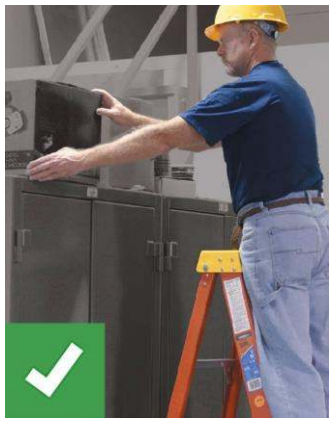
WRONG

DON'T climb a closed ladder, it may slip out from under you.



RIGHT

Have another person help with a heavy ladder. Have another person hold the ladder while you are working on it.

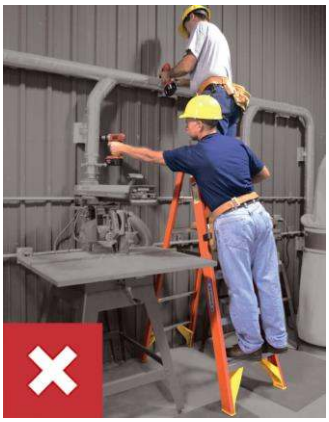


RIGHT

Move materials with extreme caution. Be careful pushing or pulling anything while on a ladder. You may lose your balance or tip the

WRONG

DON'T over-reach, lean to one side or try to move a ladder while on it. Climb down and then re-position the ladder closer to your work.



WRONG

DON'T exceed the maximum load capacity or duty rating of a ladder. DON'T permit more than one person on a single-sided stepladder

WernerCo. Support/Training/Safety Instructions, "Ladder Safety Tips" 2022, https://www.wernerco.com/us/support/training/safety-instructions.

LADDER INSPECTION CHECKLISTS

All ladders should be thoroughly inspected from top to bottom before every use. Ladders can be damaged while in transit or storage, and through misuse and abuse. Examine the ladders carefully for damaged or missing parts. Never use a bent or damaged ladder or one that has been exposed to excessive heat or acid.

Scan me

DOWNLOAD LADDER SAFETY TRAINING

☐ STEPLADDER

Size:_____ft.

☐ Fiberglass
☐ Aluminum
☐ Wood

Circle Areas of Damage

6206

	YES	NO
Steps: Loose, cracked, bent, or missing	☐	☐
Rails: Cracked, bent, split or frayed rail shields	☐	☐
Labels: Missing or not readable		
Pail Shelf: Loose, bent, missing, or broken	☐	☐
Top: Cracked, loose, or missing	☐	☐
Spreader: Loose, bent, or broken	☐	☐
General: Rust, corrosion, or loose	☐	☐
Other: Bracing, shoes, or rivets	☐	☐
	☐	☐

ACTIONS:

☐ Ladder tagged as damaged and removed from use

☐ Ladder is in good condition

☐ PODIUM

Size:_____ft.

☐ Fiberglass
☐ Aluminum

Circle Areas of Damage

PD6204

	YES	NO
Steps: Loose, cracked, bent, or missing	☐	☐
Rails: Cracked, bent, split or frayed rail shields	☐	☐
Labels: Missing or not readable		
Top: Cracked, loose, or missing	☐	☐
Spreader: Loose, bent, or broken	☐	☐
Platform: Cracked or bent	☐	☐
General: Rust, corrosion, or loose	☐	☐
Other: Bracing, shoes, or rivets	☐	☐
	☐	☐

ACTIONS:

☐ Ladder tagged as damaged and removed from use

☐ Ladder is in good condition

☐ EXTENSION LADDER

Size:_____ft.

☐ Fiberglass

☐ Aluminum

Circle Areas of Damage

D6224

	YES	NO
Rungs: Loose, cracked, bent, or missing	☐	☐
Rails: Cracked, bent, split, or frayed	☐	☐
Labels: Missing or not readable	☐	☐
Rung Locks: Loose, bent, missing, or broken	☐	☐
Hardware: Damaged, loose, or missing	☐	☐
Shoes: Worn, broken, or missing	☐	☐
Rope / Pulley: Loose, bent, or broken	☐	☐
General: Rust, corrosion, or loose	☐	☐
Other: Bracing rivets	☐	☐
ACTIONS:	☐	☐

☐ Ladder tagged as damaged and removed from use

☐ Ladder is in good condition

☐ LEANSAFE

Size:_____ft.

☐ Fiberglass

☐ Aluminum

Circle Areas of Damage

L6206

	YES	NO
Steps: Loose, cracked, bent, or missing	☐	☐
Rails: Cracked, bent, split or frayed rail shields	☐	☐
Labels: Missing or not readable		
Hinge Mechanism: Loose, bent, missing, or broken	☐	☐
Top: Cracked, loose, or missing	☐	☐
Spreader: Loose, bent, or broken	☐	☐
General: Rust, corrosion, or loose	☐	☐
Other: Bracing, shoes, or rivets	☐	☐
	☐	☐
ACTIONS:		

☐ Ladder tagged as damaged and removed from use

☐ Ladder is in good condition

We rner La dder - Segu ridad co n las es caleras

Al nalizar es te cu rso, podrá selec cionar la esc alera ap ropiad a pa ra su traba jo, insp eccionarla correctam ente, man ipularla y transp ortarla pa ra evitar dañ os y conoce r las maneras ade cu ad as de utilizar la esc alera de man era segura.

WernerCo. Support/Training/Ladder Safety Videos, "Ladder Safety Videos" 2022, https://www.wernerco.com/us/support/training/safety-videos.

STEP & EXTENSION LADDER SAFETY

AN INTRODUCTION TO LADDER SAFETY
Each year, nearly 100 people are killed and 160,000 injured in ladder related incidents.

These tragedies can be avoided. The fact is, a ladder is one of the simplest most easy-to-use tools in existence. Common sense, combined with the application of the basic rules of ladder safety can prevent many ladder-related deaths and injuries.

The aim of this handbook is to teach you how to use a ladder properly and safely. You'll learn how to choose the right ladder for most jobs, how to spot a damaged ladder, how to properly set up a ladder, how to climb, and how to work safely while on a ladder. You'll also learn how to take care of and store your ladder to ensure that it provides years of service.

LOUISVILLE LADDER'S NEW C.L.I.M.B. ACADEMY®IS A LADDER SAFETY PROGRAM DESIGNED TO TEACH SAFE LADDER PRACTICES. THE WORD C.L.I.M.B. MEANS:

C: Choose it right .....
L: Look for Damaged or Missing Parts .....
I: Implement a safe setup routine .....
M: Move Safely, Using three points of Contact .....
B: Be a Safety Expert – Not a Statistic .....

C: CHOOSE IT RIGHT. ALWAYS HAVE THE RIGHT LADDER FOR THE JOB.
Ladders are manufactured for specific uses, which means, for example, a job that can be safely performed with a step ladder could become dangerous if an extension ladder is used instead.

You must evaluate the work environment and know what ladders are available before you can choose the right ladder for the job. Keep in mind all potential hazards. Does electricity pose a possible danger? Will the ladder be resting on an uneven surface? Is the area crowded with people and materials? Are there obstructions overhead?

In addition, you must keep in mind the physical requirements of the job. How much room will there be to position the ladder? How much weight (combining the user, tools, and materials) will be on the ladder? What length will the ladder need to be to safely perform the job? If conductivity is not important, then ladder weight may be a consideration when choosing a ladder. Aluminum ladders are the lightest, followed by fiberglass.

Types of Ladder
Portable ladders are typically manufactured from aluminum or fiberglass. The portable-ladder classification includes self-supporting stepladders, single ladders, twin front ladders, extension trestle ladders, and extension ladders.


STEP


SINGLE


TWIN FRONT


EXTENSION TRESTLE


EXTENSION

TRABAJO DE SEGURIDAD EN ESCALERAS DE TIJERA Y EXTENSIÓN

INTRODUCCIÓN A LA SEGURIDAD EN ESCALERAS

Cada año, cerca de 100 personas mueren y 160,000 resultan lesionadas en accidentes relacionados con escaleras.

Estas tragedias pueden ser prevenidas. El hecho es que, las escaleras son una de las herramientas más simples y más fáciles de usar. El sentido común combinado con las reglas básicas de seguridad en escaleras pueden prevenir muchas muertes y lesiones relacionadas con escaleras.

El propósito de este manual es enseñarles como usar una escalera de una manera apropiada y segura. Aprenderán cómo escoger la escalera correcta para la mayoría de los trabajos, cómo identificar una escalera dañada, como posicionar adecuadamente la escalera, cómo subir, y cómo trabajar de una manera segura cuando se está en una escalera. También aprenderán a cuidar y almacenar su escalera para asegurar que proporcione años de servicio.

LA NUEVA ACADEMIA C.L.I.M.B. DE LOUISVILLE LADDER ES UN PROGRAMA DE SEGURIDAD EN ESCALERAS DISEÑADO PARA ENSEÑAR PRÁCTICAS LABORALES SEGURAS. LA PALABRA C.L.I.M.B. SIGNIFICA:

C (Choose): Seleccione correctamente .....
L (Look): Inspeccione con detalle .....
I (Insure): Asegure una instalación estable y segura .....
M (Move): Muévase con precaución usando tres puntos de contacto .....
B (Be): Sea un experto en seguridad, no una estadística .....

C (CHOOSE): SELECCIONE CORRECTAMENTE

Las escaleras son fabricadas para usos específicos, lo que significa, por ejemplo, un trabajo que puede ser realizado de forma segura con una escalera de tijera puede hacerse peligroso si se usa en su lugar una escalera de extensión.

Usted debe evaluar el ambiente de trabajo y saber qué escaleras están disponibles antes de escoger la escalera correcta para el trabajo. Tenga en cuenta todos los peligros potenciales. ¿La electricidad es un posible riesgo? ¿Va la escalera a colocarse en una superficie uniforme? ¿Está el área poblada de gente y materiales? ¿Hay obstrucciones en lo alto?

Además, debe tener en mente los requerimientos físicos del trabajo. ¿Cuánto espacio habrá para posicionar la escalera? ¿Cuánto peso – teniendo en cuenta el usuario, herramientas y materiales – estará sobre la escalera? ¿Cuánta altura necesitará la escalera para poder desempeñar el trabajo de una manera segura?

Si la conductividad no es importante, entonces el peso estará en consideración cuando se escoja una escalera. Las escaleras de aluminio son las más ligeras, seguidas por las de fibra de vidrio.

Tipos de Escalera

Las escaleras portátiles normalmente son fabricadas en aluminio, o fibra de vidrio. Dentro de la clasificación de las escaleras portátiles se incluyen escaleras de tijera, escaleras rectas, doble frente, caballete, escaleras de extensión.


TIJERA


RECTA


DOBLE FRENTE


CABALLETE


EXTENSIÓN

You may have many, if not all, of these ladders at your workplace. You may also have ladders specially made for a specific purpose. Familiarize yourself with all of the ladders available to you. This will help you select the proper ladder for the job.

Duty Rating

A ladder's duty rating tells you its maximum weight capacity. There are five categories of duty ratings:

Type IAA – These ladders have a Load Capacity of 375 pounds. Type IAA ladders are recommended for extra heavy-duty use.

Type IA – These ladders have a Load Capacity of 300 pounds. Type IA ladders are recommended for extra heavy-duty use.

Type I – These ladders have a Load Capacity of 250 pounds. Type I ladders are manufactured for heavy-duty use.

Type II – These ladders have a Load Capacity of 225 pounds. Type II ladders areapproved for medium-duty use.

Type III – These ladders have a Load Capacity of 200 pounds. Type III ladders are rated for light-duty use.

To figure out the total amount of weight a ladder will be supporting, add your weight plus the weight of your protective equipment, the weight of your tool belt and tools, plus the weight of the supplies you will be carrying up the ladder.

Never load a ladder with a weight in excess of its load capacity. Doing so could damage the ladder and cause injury.

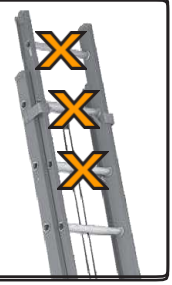
Use a towline to bring up tools and supplies.

Do not assume that a longer ladder has a higher load capacity. There is no relationship between length and load capacity. Before using any ladder, check its load capacity by looking at the sticker on the side of the ladder. If the sticker is missing, notify your supervisor.

ANSI Requires a duty rating sticker be placed on the side of every ladder.

Determining the right ladder length

To help ensure safety when using a ladder, do not use a ladder that is too long or too short. If you would need to stand on or above the first step below the top cap of a step ladder, or the third rung from the top of an extension ladder, it's too short. Your ladder is too long if ceiling height prohibits proper ladder set-up or more than 3 feet extends above upper support point.



Usted puede tener muchas, si no es que todas estas escaleras en su lugar de trabajo. También puede tener escaleras hechas especialmente para un propósito específico. Hay que familiarizarse con todas las escaleras que están a su disposición. Esto le va a ayudar a seleccionar la escalera apropiada para el trabajo.

Capacidad de Carga

Capacidad de carga de una escalera le dice su máxima capacidad de carga. En la escala de trabajo hay cinco categorías:

Tipo IAA – Esta escalera tiene la capacidad de carga de 375 libras. Las escaleras Tipo IAA son recomendadas para uso de trabajos extra pesados.

Tipo IA – Estas escaleras tienen una capacidad de carga de 300 libras. Las escaleras tipo IA son recomendadas para uso de trabajos extrapesados.

Tipo I – Estas escaleras tienen una capacidad de carga de 250 libras. Las escaleras tipo I son fabricadas para uso de trabajo pesado.

Tipo II – Estas escaleras tienen una capacidad de carga de 225 libras. Las escaleras tipo II están aprobadas para uso de trabajo medio.

Tipo III – Estas escaleras tienen una capacidad de carga de 200 libras. Las escaleras tipo III están designadas para uso de trabajo ligero.

Para determinar el peso total que la escalera estará soportando, sume el peso de su cuerpo, el peso del equipo de seguridad, el peso de las herramientas y el peso de cualquier material que utilizará mientras esté en la escalera.

Nunca cargue una escalera con peso excedente a su capacidad de carga. El hacerlo puede dañar la escalera y causar lesiones.

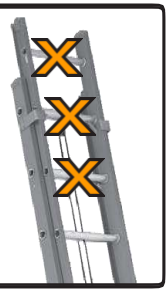
Utilice una cuerda para subir las herramientas y materiales.

No se debe asumir que una escalera larga tiene una mayor capacidad de carga. No hay relación entre el largo y la capacidad de carga. Antes de usar cualquier escalera, verifique su capacidad de carga en la etiqueta que se encuentra en el costado de la escalera.

ANSI requiere que se coloque una etiqueta de capacidad de carga en el costado de cada escalera.

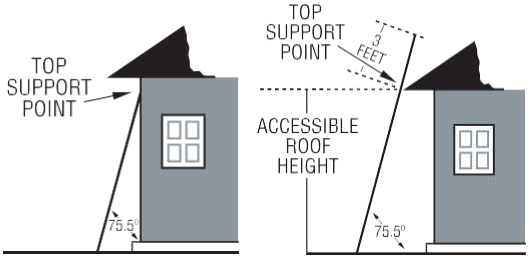
Determinación de la Altura Correcta de la Escalera

Para ayudar a mantener la seguridad en el uso de escaleras, no utilice una escalera que sea muy larga o muy corta. Si necesita estar sobre o por encima del primer escalón debajo de la base superior en una escalera de tijera, o sobre el tercer peldaño de la parte superior en una escalera de extensión, es muy pequeña. Su escalera es muy larga si la altura del techo prohíbe la posición apropiada o se extiende más de 3 pies por encima o sobre el punto de soporte.



Ladder labels are required by ANSI standards to list the highest standing level (see sample labels on p. 6).

Use these charts to determine the right ladder length for your job:



STEP LADDER HEIGHT SELECTION GUIDE		EXTENSION LADDER LENGTH SELECTION GUIDE			
STEPLADDER SIZE	APPROX. HIGHEST STANDING LEVEL	LADDER SIZE	MAX. EXT. LENGTH	*HT. TO TOP SUPPORT	**ACCESSIBLE ROOF HT. RANGE
4′	1′ 11″	16′	13′	7 1/2′– 12 1/2′	4 1/2′– 9 1/2′
5′	2′ 10″	20′	17′	9 1/2′– 16 1/2′	6 1/2′– 13 1/2′
6′	3′ 9″	24′	21′	11 1/2′– 20′	8 1/2′– 17′
7′	4′ 9″	28′	25′	13 1/2′– 24′	10 1/2′– 21′
8′	5′ 8″	32′	29′	15 1/2′– 28′	12 1/2′– 25′
10′	7′ 7″	36′	32′	17′– 31′	14′– 28′
12′	9′ 6″	40′	35′	19′– 33 1/2′	16′– 30 1/2′
14′	11′ 5″	44′	39′	21′– 33 1/2′	18′– 34 1/2′
16′	13′ 4″	48′	43′	23′– 41 1/2′	20′– 38 1/2′
18′	15′ 3″	60′(1)	48′	23′– 46 1/2′	20′– 43 1/2′
20′	17′ 2″	* Wher set up at the proper 75.5º angle• (1)Three-section extension **Allows for 3 feet extension above support point			

According to the extension ladder length selection guide above, in order to access a roof 25 feet from the ground, the minimum ladder length required would be 32 feet.

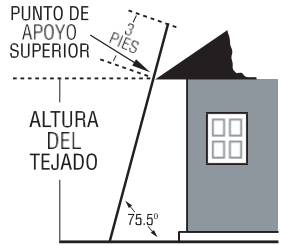
Never over-extend an extension ladder. See the following chart for ANSI (American National Standards Institute) requirements. For minimum overlap requirements between each ladder section (base and each fly section).

	OVERLAP (FT.)*	
LADDER SIZE (FT.)	TYPE I & IA	TYPE II & III
UP TO AND INCLUDING 32′	3′	3′
OVER 32′, UP TO AND INCLUDING 36′	4′	4′
OVER 36′, UP TO AND INCLUDING 48′	5′	5′
OVER 48′	6′	–
* The tolerance on the overlap is ±2″ for two-section ladders and ±3″ for extension ladders other than two-section.		

Remember, you must never stand on or above the third rung from the top of an extension ladder, or the first step below the top cap of a stepladder.

Los estándares de ANSI requieren que las etiquetas de escaleras enlisten el nivel más alto para detenerse (ver ejemplos de etiquetas en p. 6)

Utilice estas tablas para determinar la altura correcta de la escalera para su trabajo:



GUIA DE LA SELECCIÓN DE ALTURA DE ESCALERAS DE TIJERA		GUIA DE LA SELECCIÓN DE ALTURA DE ESCALERAS DE EXTENSIÓN			
TAMAÑO	ALTURA APROX. PARA PARARSE	TAMAÑO	ALTURA MAXIMA DE EXT.	*ALTURA PARA SOPORTE SUPERIOR	**RANGO ACCESIBLE DE LA ALTURA DEL TECHO
4’	1’ 11”	16’	13’	7 1/2’– 12 1/2’	4 1/2’– 9 1/2’
5’	2’ 10”	20’	17’	9 1/2’– 16 1/2’	6 1/2’– 13 1/2’
6’	3’ 9”	24’	21’	11 1/2’– 20’	8 1/2’– 17’
7’	4’ 9”	28’	25’	13 1/2’– 24’	10 1/2’– 21’
8’	5’ 8”	32’	29’	15 1/2’– 28’	12 1/2’– 25’
10’	7’ 7”	36’	32’	17’– 31’	14’– 28’
12’	9’ 6”	40’	35’	19’– 33 1/2’	16’– 30 1/2’
14’	11’ 5”	44’	39’	21’– 33 1/2’	18’– 34 1/2’
16’	13’ 4”	48’	43’	23’– 41 1/2’	20’– 38 1/2’
18’	15’ 3”	60’(1)	48’	23’– 46 1/2’	20’– 43 1/2’
20’	17’ 2”	*Cuando se posiciona en un ángulo de 75º • (1)Extensión de tres secciones • **Permite 3 pies de extensión arriba del punto de soporte.			

De acuerdo con esta guía de selección de altura de la escalera de extensión, para poder acceder a un techo de 25 pies, la mínima altura requerida de la escalera sería de 32 pies.

Nunca sobreextienda una escalera de extensión. Vea la siguiente tabla para los requerimiento mínimos de ANSI (American Nacional Standards Institute) de traslape entre cada sección de la escalera (Ejemplo: entre la base fija y móvil)

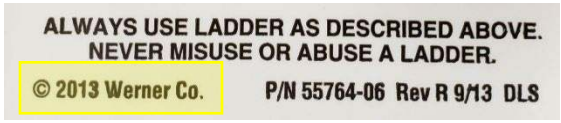
	TRASLAPE(FT.)*	
TAMAÑO DE LA ESCALERA (FT.)	TIPO I Y IA	TIPO II Y III
HASTA E INCLUYENDO 32’	3’	3’
ARRIBA DE 32’, HASTA E INCLUYENDO 36’	4’	4’
ARRIBA DE 36’, HASTA E INCLUYENDO 48’	5’	5’
ARRIBA DE 48’	6’	–

* La tolerancia en el traslape es de ±2” para escaleras de dos secciones y ±3” para escaleras de extensión que no sean de dos secciones.

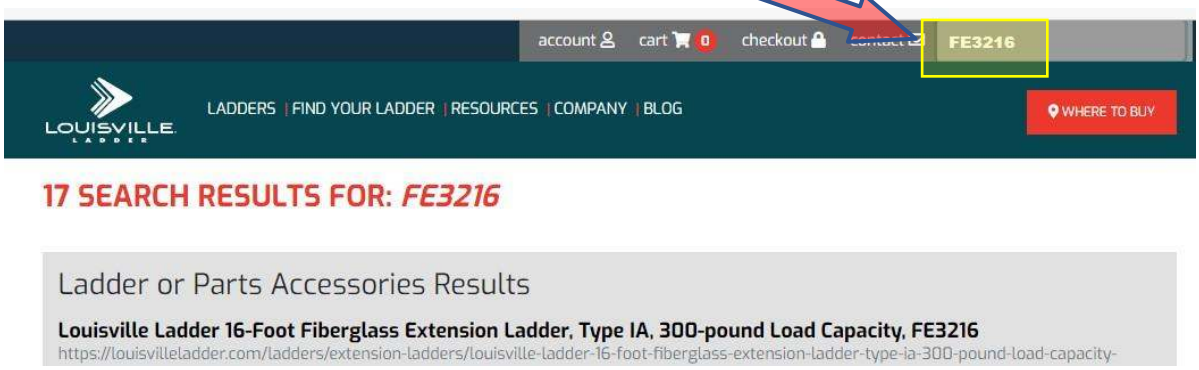
Recuerde, nunca debe de detenerse sobre o por encima del tercer peldaño de la parte superior en de una escalera de extensión, o el primer escalón debajo de la base superior en una escalera de tijera.

Tool Box #3 How to order Replacement Stickers for Louisville Ladders

Reminder: Werner & Louisville are the parent companies of several other ladder brands. Look at the bottom of the safety instructions for manufacturer.

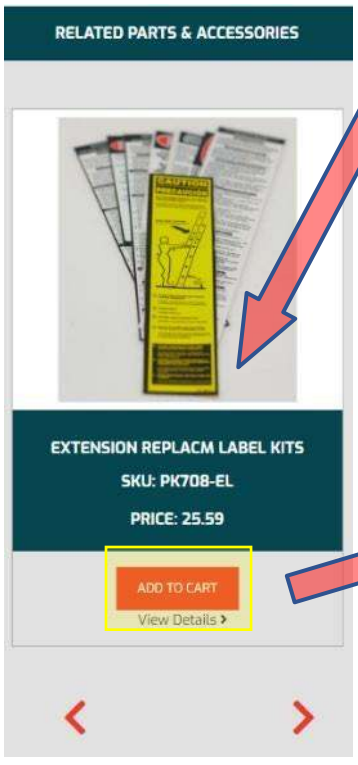


1. Order replacement stickers by entering the model # in the search box at the top right corner of the Louisville Ladder Website: [Search | Louisville Ladder]

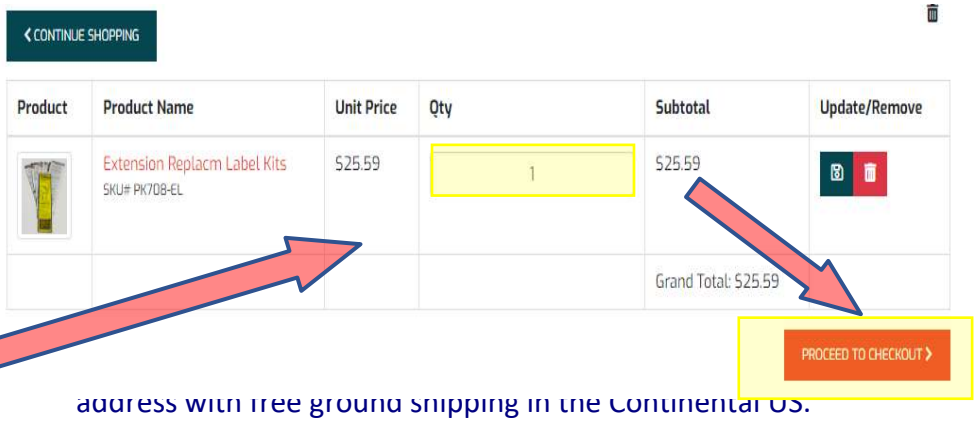


2. Select your ladder in the list of ladders. Scroll to the bottom of the page and find the section labeled…

3. Beneath this section is a list of parts for that ladder, use the arrows underneath the parts until you find (Type of Ladder) …REPLACM LAB



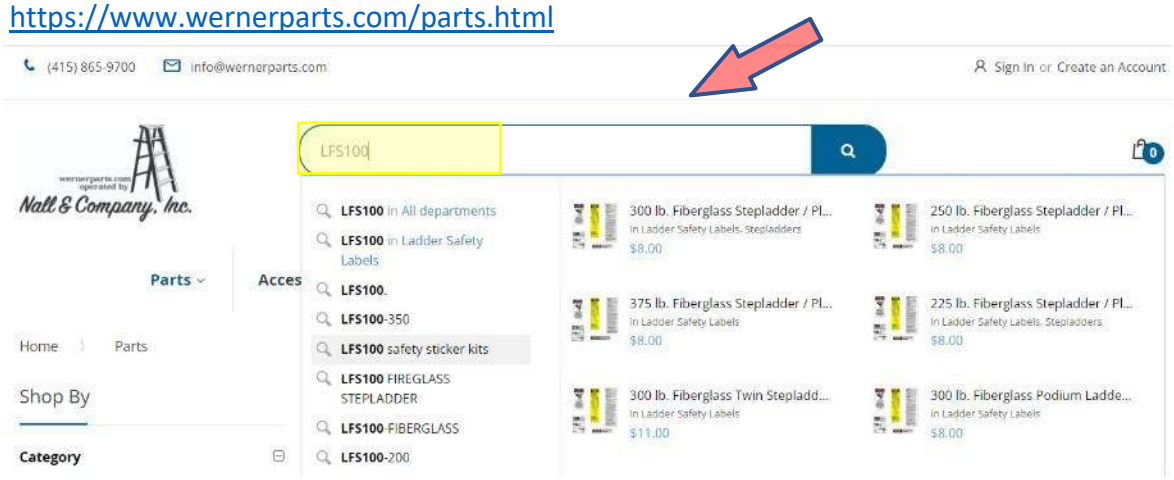
4. Select ADD TO CART. Then select the quantity (QTY) of stickers you need and PROCEED TO CHECKOUT to pay for stickers.



address with free ground shipping in the Continental US.

How to order Replacement Stickers for Werner Ladders

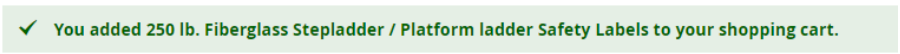
1. Order replacement stickers by entering the model # in the search box at the top center of the Werner Co. authorized part distributor (Nall & Company, Inc) website: https://www.wernerparts.com/parts.html



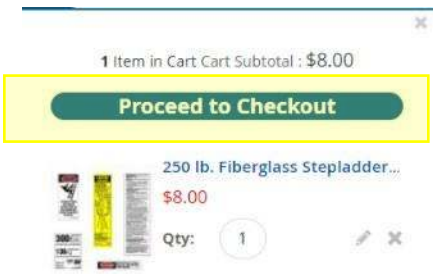
2. Look for your Ladder's model # "Safety Sticker kits" and select it.
For example LFS100 safety sticker kits

3. Find the weight rating of the ladder (the 3 digits after the dash) or you can enter it directly in the search box above.
Select the "Add to Cart" button to purchase the replacement stickers.

4. A green bar will appear at the top of the page to let you know it has been added to your shopping cart.



5. When ready to checkout and pay for the stickers, select the check out button at the top right of the page to pay.



6. Fill out the shipping information, you can check out as a guest to pay for items.

NOTE:
Werner/Nall & Co. Inc., charges a flat $10.00 shipping fee.

OSHA's definition of a step stool:
The Federal OSHA standard at 29 CFR 1926.1050(b) defines a step stool which is the equipment you refer to as a self-supporting, foldable, portable ladder, nonadjustable in length, 32 inches or less in overall size, with flat steps and without a pail shelf, designed to be climbed on the ladder top cap as well as all the steps.

Step stools are suitable only for use on floors with a flat surface and are not usable on those with irregular surfaces. They can be used as a ladder, but they have the advantage of being more comfortable to be able to stand on its wider platform. For small heights they are safer than a normal ladder.

Always inspect the step stool prior to each use, or at minimum before the first use on each shift. During the step stool inspection, you are checking that all parts of the step stool are in good working condition, including:

- all four anti-slip feet
- climbing/gripping surfaces on each step
- step-to-side rail connections
- working parts, bolts, rivets

Always set up and use the step stool according to the manufacturer's instructions. Before using any step stool for the first time, review all warning labels and instructions on the step stool and read the owner's manual for guidance on proper use and safety precautions.

Ensure that the step stool you are planning to use is sturdy and able to support the intended weight of the task. The maximum intended load includes the weight of the employee as well as the PPE worn, and all tools, equipment and materials being carried.

To be used safely, a step stool must be placed on level ground with solid floor support for all four feet. The step stool should be set up close to the work being performed or the area that needs to be accessed. If you begin to climb and feel like the step stool is not balanced properly, climb down and reposition.

Climb and use the step stool in a way that allows your body to be near the middle of the steps to prevent tipping or fall hazards. Avoid over-reaching when on a step stool. Always face the step stool when climbing up or down. Step stools are intended to be used by only one person at a time.

Every time a step stool is used, the base must be spread fully open with the spreaders locked. Always ensure the locking mechanism is engaged before climbing. Never attempt to move the step stool while standing on it, or by standing on something else (like a shelf) and pushing the step stool with your foot.

Additional ladder safety training videos & Documents:

Werner Co.

Ladder Safety Videos | Werner US (wernerco.com)

National Association of Home Builders

Ladder Safety - NAHB
Podium Ladders - English and Spanish (nahb.org)
Job-made Ladders - English and Spanish (nahb.org)
Extension Ladder Safety - English and Spanish (nahb.org)
Stepladders - English and Spanish (nahb.org)