



# KCA TOOL BOX TALK: Ladder Inspection & Disposal

Each time you use a ladder, you should inspect the ladder to ensure that everything is intact and functioning. Make sure to check the locks and pulleys, rung connections and fasteners, rails, and ropes. If you dispose of a ladder improperly and it is picked up and used by someone else, you could be held liable if that individual is injured on the damaged ladder! Below are some helpful tips to keep workers safe.

## Ladder Inspection:

- Check that the ladder can handle the expected load capacity (duty rating), the type of work to be done and the correct height.
- Make sure the ladder is set on solid ground at the proper angle, the top of the ladder extends three feet above the top surface, and the ladder is secured at its top.
- A competent person must visually inspect all extension ladders before use for any defects such as missing rungs, bolts, cleats, screws and loose components.
- Examine all ladder surfaces, especially the rungs, to confirm they are free of oil, grease, and other slip hazards.

## Ladder Disposal:

- If a ladder is found to be damaged or defective, it must be immediately be tagged with “Do Not Use” or similar language until repaired or disposed of.
- *DO* cut the ladder in half by cutting directly down the center of the rungs from top to bottom before throwing it away.
- *Do NOT* cut the ladder in half across the rails. It is possible that someone may still see this as a usable ladder and attempt to work with it.

For more information visit OSHA REGULATIONS: 29 CFR 1926 Subpart X

### Signatures

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

[www.KeystoneContractors.com](http://www.KeystoneContractors.com)

**Teamwork Improves Safety!**

Keystone Contractors Association [Jon@KeystoneContractors.com](mailto:Jon@KeystoneContractors.com) 717-731-6272