



Ladder Training Competency

Ladder safety is extremely important in preventing falls from heights that can lead to fatal and life-changing (F&LC) injuries. Educating employees is the first step of making them competent in using a ladder safely. Reviewing the specific ladders your organization uses and educating them on the processes of using the ladder correctly will help prevent F&LC injuries to your employees. The ultimate question is “Can the employee demonstrate proper use of the ladder they will be using?” Below are several items that the employee should be able to demonstrate safely.

- Selecting the correct ladder for the task
- Inspecting the ladder for deficiencies and damage
- Setting up the ladder safely
 - On secure ground
 - Locked
 - Utilizing the proper 4:1 ratio (if using an extension ladder)
 - Secured or tie off if needed
 - Use supplemental safety features such as a stabilizer or ladder roof arms
- Climbing with 3 points of contact
- Facing ladder when ascending/descending
- Performing a task while on a ladder similar to the job tasks they will be performing
- Unloading and loading a ladder safely

Select an example(s) from the options below and coach the employee through the scenario(s) that may apply to their work tasks. This is another means of confirming competency.

Example #1 – Step ladder

Scenario – An employee needs to change a lightbulb in the ceiling of the facility approximately 10’ high. Have them go through the process of completing the task.

Competencies to look for:

1. Safely unloading the ladder from the truck/van (if applicable)
2. Selection of correct type of ladder
3. Inspection of ladder (rails, rungs, feet, spreader bars, stickers, etc.)
4. Setup of ladder (level surface, doors, positioned correctly, NOT leaning in the closed position, etc.)



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5. Use (3 points of contact, facing ladder when ascending/descending, etc.)
6. Takedown of setup (people, equipment, etc.)
7. Securement of ladder in storage area or on truck/van (if applicable)

Example #2 – Step Stool

Scenario – An employee needs to access a shelf that is 6' high. Have them go through the process of completing the task.

Competencies to look for:

1. Did the employee inspect the stool prior to use?
2. Were spreader bars locked into place (if applicable)?
3. Was step stool positioned correctly to minimize reaching

Example #3 – Extension Ladder

Scenario – An employee needs to access a 20' roof from the ground. Have them go through the process of completing the task.

Competencies to look for:

1. Getting ladder off truck/van
2. Selection of correct type of ladder
3. Inspection of ladder (rails, rungs, rope, pulley, feet, etc.)
4. Setup of ladder (proper 4:1 ratio used, uneven terrain, wires, contact point, tied off, 3' above landing, etc.)
5. Use (3 points of contact, facing ladder when ascending/descending, etc.)
6. Takedown of setup (wires, people, equipment, locking fly section, etc.)
7. Securement of ladder on truck/van

Example #4 – Rolling ladder

Scenario – An employee needs to pull an order from a shelf that is 15' above the ground. Have them go through the process of completing the task.

Competencies to look for:

1. Selecting the proper ladder
2. Inspection of the ladder rails, steps, spring assembly/rubber feet in good condition
3. Use (locking brakes, 3 points of contact, minimal reaching, positioning, etc.)
4. Load is not too heavy/fits inside the rails/product can be easily removed from shelving
5. Properly stored