

# Ladder Quick Tips Script - Employees

Rev 00

March 7, 2017

Scene	Video	Audio
01	Opening scene: Employees using ladders; Slide/Fade to narrator	Background music
02	Narrator In front of screen with a graphic still of a ladder in the background	Ladders are a commonly used tool in any workplace. Most of us have probably used one or more types of ladders in our lifetime. You may feel familiar with them, and comfortable using ladders... But the truth is, thousands of people are injured every year while using ladders. So, let's review some important tips about ladder safety.
03a	Employee using a straight ladder	First of all, we need to know how to select the proper ladder. Some jobs will require the use of a straight ladder.
03b	Employee using a step ladder	Other times, it may be necessary to use a step ladder. Ask your supervisor if you're not sure which ladder is best suited for the job.
04	Narrator In front of screen with graphic text on side (enter text as he says each one): <b>Material</b> <b>Length</b> <b>Load</b>	Other considerations to keep in mind when choosing a ladder is the material the ladder is made of, the length of the ladder, and the load capacity that the ladder is rated for.
05a	Employees using scaffolding	Finally, you'll want to consider whether using a ladder is the proper way to get the job done. If you are going to use heavy or awkward material or tools, or if you will need to move from side to side... you might want to consider alternative ways of getting the job done.
05b	Employees using a lift	If you can avoid using a very ladder by using a lift instead, by all means do it. So long as you have the proper training.
06a	Narrator Graphic still that reads: <b>Inspections</b>	Next, let's discuss the importance of ladder inspections. There are certain things you'll want to look for each time you are getting ready to use a ladder.
06b	Employees doing ladder inspections	Check for loose or worn rungs. Look for cracks or damage to the side rails. Check the feet of

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06c	Narrator Graphic still that reads: <b>Inspections</b>	the ladder. A step ladder should not wobble on a flat surface. Make sure ladders are stable and locked securely.  Remember to tag any damaged or defective ladders.
07a	Narrator Graphic that reads: <b>Setting Up the Ladder</b>	The next step is to set up your ladder correctly and safely.
07b	Employees cleaning by ladders	First of all, look over your work location for potential hazards. Take the time to clear away any debris, objects, or obstructions from the base of the ladder. General housekeeping rules apply.
07c	Employee working near a door	Think about the location of the ladder. If you're working near a door, make sure the door has been locked or secured. Put up signs and barricades, or have somebody standing watch and redirecting traffic.
07d	Narrator Video playing beside him	When it comes to straight ladders, make sure you have positioned the ladder so that it sits at the correct angle. Remember the 4 to 1 rule. Do a quick angle check by keeping your feet at the base of the ladder and resting your hands on the rung in front of you.
07e	Narrator Graphic still beside him	When ladders are being used to access elevated surfaces, such as a roof, the ladder should extend 3 feet or 3 rungs above the roofline.

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08a	Narrator Previous graphic still fades away	Here are a few more ladder safety tips for you to remember.
08b	Employee climbing a ladder	Remember to always use 3 points of contact when climbing a ladder.
08c	Employee facing ladder	And to always climb up and down facing the ladder.
08d	Employee too far up	Make sure you aren't climbing too high on the ladder. Never stand on the top two steps of a step ladder, or the top three rungs of a straight ladder.
08e	Employee belt buckle example	And finally, make sure you're not over-reaching when working from ladders. A good rule of thumb is to always keep your belt buckle within the rails of the ladder.
09	Narrator No video or graphic beside him	Ladders may be a common tool in the workplace. But they can also be dangerous.  So don't get complacent. Respect the fact that ladders add an extra element of risk to any job you're doing.  Hey, at the end of the day, we all want to get home safe. The next time you grab a ladder to do a job, stop and think about what we just covered. You'll be glad you did.