**TOOLBOX TALK 13**

**STEP LADDERS**

**Working from step ladders**

Before using a step ladder check the condition

* Treads
* Stiles
* Hinge arrangement
* Restraining rope between legs

Damaged step ladders must be taken out of use and be either destroyed or returned to the supplier.

**Safe system of use**

When the use of step ladders is authorised by the site manager you must ensure:

* The step ladders are clearly marked as conforming to Class 1, BS: 1129. 1990 or BS: 2037 1994.
* They are not subject to any side loading during use.
* They are on a firm and level surface and spread to their fullest extent for maximum stability.
* Boards are not slung between treads on steps to provide working platforms. (Treads are not designed for this loading and a one board wide working platform is not safe).
* Do not over reach whilst working from step ladders.
* They are not used adjacent to floor edges, voids in floors, service risers or lift shafts.
* They are not used on scaffolds to gain extra height.
* Only one person works from the step ladder at a time.
* The working height does not exceed 3 meters.
* Work no further than two thirds up step ladders (hand holds required). Persons mid-thigh should not pass the top tread.
* Aluminium step ladders are not used where live electrical facilities are present.

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| **Date** |  | **Presented By** |  |
| **Time** |  | **Project (If Applicable)** |  |
| Acknowledgement | I hereby acknowledge that I have received and understand the attached Toolbox Talk. I accept the responsibility of implementing it in my section and ensuring that all relevant line personnel within my area of responsibility are informed and comply accordingly. Any person relieving me or taking over my area of responsibility will also be informed accordingly by myself. |
| **Name** | **Surname** | **Signature** |
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