STOP THE DROP - TOOLBOX TALK

Introduction

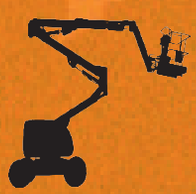
Remember: GRAVITY ALWAYS WORKS! When a person falls from a ladder, they can break arms and legs, receive serious lacerations and hit their head resulting in a brain injury. Many people think ladders are too simple to worry about safety. Actually, there are many safety points to using ladders – even platform ladders. Take a few moments to review this Tool Box Talk.

The work at height tasks during this work contract are: Please specify

The work has been planned to ensure your safety. The following equipment has been chosen.








Tick if used	☐	☐	☐	☐	☐	☐

Please review safe working practices for the equipment ticked above

Safe Working with Ladders

Select the right ladder:

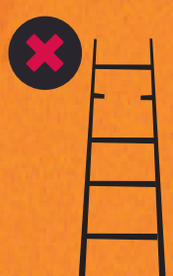
- Make sure you choose a ladder that is tall enough for you to safely access your work area or reach your task. The ladder must also be strong enough to hold you and your tools, and suitable for your work environment. Here are some things you need to think about when choosing a ladder.
- Every time you use a ladder check it beforehand to make sure it is safe to use.

Do you know what to look for?

3 Missing, damaged or worn anti-slip feet
3 Items stuck in the feet such as swarf, stones grease or dirt, preventing the feet from making direct contact with the ground;
3 Mud, grease or oil either on the rungs or the stiles
3 Cracks in the rungs or stiles of the ladder;
3 Missing, broken or weakened rungs;
3 Missing or damaged tie rods;
3 Check metal ladders for cracked or damaged welds and missing or loose screws or rivets.

If you see any of these do not use the ladder and report it immediately to your supervisor.





Position your ladder

- Do not position a ladder where it can be knocked or where it may get struck by a passing vehicle;
- Check each foot is on a clean, level, firm footing and look out for oil, grease or loose material, including plastic packaging and sheeting.
- Make sure the ladder is at the correct height, never use boxes or bricks etc to gain extra height.

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Using your Ladder:

- Only use ladders for light-duty, short duration work ie for a maximum of 15 - 30 minutes at a time
- Don't carry heavy or awkward shaped objects on a ladder. Never carry loads heavier than 25 kg - any over 10 kg should be avoided if possible.
- Do not use a ladder if you have a medical condition, or are taking medication that could affect your safety, or you are under the influence of drugs or alcohol.
- Make sure you have the right footwear, ie clean, in good condition and without dangling laces.
- When going up or down a ladder, take each rung one at a time and don't rush. Use both hands to grip the ladder whenever possible.
- Do not overreach - make sure your belt buckle (navel) stays within the stiles
- Keep both feet on the same rung or step throughout the task
- Do not place a foot on another surface, such as a stand frame, to extend your reach.
- do not work off the top three rungs - this provides a handhold
- always keep three points of contact with the ladder (eg both feet and one hand). If you have to carry an item up or down, you must keep one hand free to grip the ladder.
- On nearing the bottom, watch where you place your feet. Make sure you do not miss the lower rungs as you step off.
- Do not throw things from ladders.
- Do not ladder hop

Using your leaning ladder

- To erect a ladder, place its foot against a fixed object such as a wall and raise the other end by progressing handover hand, from rung to rung, until it is upright. Make sure the ladder is erected the right way up. If it is wooden ensure the tie rods are underneath the rungs, if it is aluminium check the rung profile is the right way round.
- When erected, the ladder must be at an angle of 75° as this is the best angle for stability. Use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit for every 4 units up.
- Do not place the top of a ladder against a fragile as this might give way and cause instability
- Don't stand on the top three rungs. Always try and make sure a ladder extends at least 1 m (or three rungs) above where you will be working.
- If you are using a ladder for access, make sure it rises to at least 1 m (or three rungs) above the landing place.
- Wherever possible, tie a ladder to prevent it from slipping. This can either be at the top, the bottom or both, making sure both stiles are tied. Never tie a ladder by its rungs.

Platform ladders

The Platform Ladder is a self-supporting portable ladder that is non-adjustable in length, with a platform provided at the highest intended standing level. It has a hinged design for ease of storage and is intended for use by one person. The top platform is surrounded on three sides by a railing that is higher than the platform surface. It is a good ladder option and should be considered for use where possible. General ladder safety rules apply.

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Using a mobile scaffold

Before erecting the tower

- Check all the components are in good condition.
- Check wheels for effective rotation.
- Check brakes and locking devices work correctly.
- Before erecting a tower on a suspended floor, ensure the bearing capacity of the floor is sufficient for the planned load.

Before use

- Ensure the tower is vertical and square
- Towers must not be used unless the wheels are locked.
- Check that outriggers are set correctly and secured.
- Ensure the platform is fully boarded out and guard-rails and toe-boards are fitted if the working platform is over 2 metres high.
- The gap between toe-boards and mid guard-rails and between mid and top guard-rails must not exceed 470mm.

Stability

- Never climb up the outside of a tower – use the stairway or ladder on the inside.
- Follow the manufacturer's instructions on base to height ratio.
- Hoist materials up from the inside of the tower.
- Don't move the tower if people or materials are still on the platform. Don't pull the tower along while standing on it.
- Towers must only be used on firm flat surfaces.

Live Edges are dangerous and you should never be working close to an unprotected live edge.

An upper deck should be erected with handrails pre attached; Temporary handrails may also be used. If guardrails are not possible, you must use another method to protect your safety. Options are to use a fall restraint system (consists of an anchorage point, connectors and a body harness) or as a last resort a fall arrest system (consists of an anchorage, connectors, and a full-body harness that work together to stop a fall and to minimize the arrest force).

A live edge should be protected with a guard rail.

Using a MEWP

Confined overhead working: Brief operators on the dangers, and the safe system of work to be followed. If there are overhead structures against which an operator could be trapped and then pushed onto the MEWP controls, consider selecting a MEWP that has been designed to prevent such accidental contact. Keeping the platform tidy will reduce the risk of the operator tripping or losing balance while in the basket.

Ground conditions: The platform should be used on firm and level ground. Any temporary covers should be strong enough to withstand the applied pressure. Localised ground features, e.g. trenches, manholes etc can lead to overturning.

Outriggers: Outriggers must be extended and chocked before raising the platform. Spreader plates may be necessary – check the equipment manual.

Guardrails: Make sure the work platform is fitted with effective guard rails and toe boards.

Arresting falls: if there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier.

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Using a MEWP continued

Falling objects: barrier off the area around the platform so that falling tools or objects do not strike people below.

Weather: high winds can tilt platforms and make them unstable.

Handling materials: if used to install materials check the weight and dimensions of materials and consider any manual handling and load distribution issues. You may need additional lifting equipment to transport materials to the work position.

Nearby hazards: do not operate a MEWP close to overhead cables or other dangerous machinery, or allow any part of the arm to protrude into a traffic route.

Training and competence

MEWP operators should have attended a recognised operator training course and received a certificate, card or 'licence', listing the categories of MEWP the bearer is trained to operate.

The expiry date of the training licence or card should be checked.

In addition to formal training for the type of MEWP, operators should have familiarisation training on the controls and operation of the specific make and model of MEWP they are using.

Inspection, maintenance and examination

A programme of daily visual checks, regular inspections and servicing schedules should be established in accordance with the manufacturer's instructions and the risks associated with each MEWP.

You must report defects or problems. Reported problems should be put right quickly and the MEWP taken out of service if the item is safety critical..

You do not need to fall from a great height to be badly injured. More people get injuries such as broken arms or legs falling less than 2m from a ladder than falling from above this height. For example, a person was killed when they lost their footing on the second rung of a ladder and fell backwards, hitting their head on the floor.

Any Questions?

Date of Talk:		Instructor:	
Attendees:			