



## TALK LEADER INSTRUCTIONS

This is background information ONLY. Be sure to customize your talk to your operation and facilities.

- ✓ Print copies of this sheet for yourself and each of the participants.
- ✓ Lead a discussion with your workers about the materials on this sheet at a location that is appropriate to the topic. Be sure to give real life examples whenever possible.
- ✓ Be open to questions.
- ✓ Conclude with a brief review of the main points or a summary based on the discussion.
- ✓ Fill in your operation name, location and the date on your sheet. Have each worker sign your sheet to confirm their attendance.
- ✓ File your sheet in your worker training records to document the training experience.

## WORK ACTIVITY

Ladders are used on our farm for a variety of tasks. They are safer to use than crates, tool-boxes and other objects. However, using a ladder improperly can lead to a fall and injury. Falls are the third leading cause of agriculture-related injuries.

## Key Points

**WE HAVE INTEGRATED SAFETY STANDARD OPERATING PRACTICES FOR THE USE OF LADDERS ON OUR FARM.** If you don't remember them, review them—you can find them:

### THERE ARE A FEW COMMON HAZARDS ASSOCIATED WITH LADDERS. THEY INCLUDE:

- Falls from ladders
- Ladders tipping over
- Ladders collapsing
- Catching fingers in pinch points when setting up or storing ladders

### WHAT CAN BE DONE TO PREVENT INJURIES BEFORE USING A LADDER?

- Choose the right type of ladder for the job.
- Ensure that the rungs are clean and dry before using the ladder.
- Check for any defects, such as broken rungs, loose bolts, or split rails.
- Place the ladder so that the feet are on solid and level ground. Use boards under the feet to make the ladder level and provide stability if necessary.

- Ensure the ladder is one metre away from the vertical surface for every four metres of height. (1:4 rule)
- When using a ladder in a passageway or near a doorway, ensure that warning signs are in place for pedestrian traffic.

### WHAT CAN BE DONE TO PREVENT INJURIES WHILE USING A LADDER?

- Make sure the ladder is stable before climbing.
- Make sure your body is between the ladder rails. Don't hang off of one side.
- When climbing up or down a ladder:
  - Always face the ladder.
  - Use a three-point contact climbing method. (Two hands and one foot or one hand and two feet.)
- Only one person at a time can be on the ladder.
- Do not carry heavy, bulky or hazardous materials when climbing a ladder. Use suitable hoisting equipment instead.
- Do not work from the two top rungs of the ladder.
- ALWAYS get down from a ladder before moving it.

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## CAUTION

If it is necessary to work on a ladder for an extended period of time, without changing location, a scaffold or other work platform should be used to reduce the risk of falling.

## EMERGENCY PROCEDURES / CONTACTS

In case of incident or injury, call 911 or your local emergency services, then me or your supervisor.

## MORE RESOURCES

*Ladders – Extension, by Canadian Centre for Occupational Health and Safety, available at [http://www.ccohs.ca/oshanswers/safety\\_haz/ladders/extension](http://www.ccohs.ca/oshanswers/safety_haz/ladders/extension)*

*Ladder Safety: Best Practices, by Tools of the Trade, available at <http://www.toolsofthetrade.net/ladders/ladder-safety--best-practices.aspx>*

## COMMENTS / SUGGESTIONS

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Operation Name \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Date \_\_\_\_\_

## TOOLBOX TALK PARTICIPANTS

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

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Signature \_\_\_\_\_



CanadaFarmSafe  
SécuriFermeCanada

This Producer Tool was developed by the Canadian Agricultural Safety Association (CASA). Conducting regular Toolbox Talks, or safety meetings, with farm workers is one component of establishing a comprehensive farm safety plan as outlined in the Canada FarmSafe Plan, CASA's business-risk management tool for health and safety on the farm. To download the core Canada FarmSafe Plan, visit [casa-acsa.ca/CanadaFarmSafePlan](http://casa-acsa.ca/CanadaFarmSafePlan), or contact CASA to learn more at 1-877-452-2272.

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