



C.L.I.M.B. ACADEMY

COMBINED FACILITATOR / STUDENT HANDBOOK

ENGLISH | INGLÉS | ANGLAIS

TABLE OF CONTENTS



SECTION ONE – FACILITATOR’S GUIDE

The Importance of a Ladder Safety Program	2
The Lesson Plan	2 – 3
Getting Ready	3
Common Questions	3
OSHA Considerations	4

SECTION TWO – STEP & EXTENSION - LADDER SAFETY WORKBOOK

An Introduction To Ladder Safety	5
C: Choose it right	5 – 8
L: Look for Damaged or Missing Parts	8
Transporting A Ladder	8
I: Implement a safe setup routine	9 – 12
M: Move Safely, Using three points of Contact	12
Avoiding Hazards	13
Caring for a Ladder	13
B: Be a Safety Expert – Not a Statistic	13
Evaluation Form	14 – 15
Test	16 – 17

SECTION THREE – WAREHOUSE LADDER SAFETY

C: Choose it right	18 – 19
L: Look for Damaged or Missing Parts	19
I: Implement a safe setup routine	20
M: Move Safely, Using three points of Contact	20
B: Be a Safety Expert – Not a Statistic	20
Evaluation Form	21
Test	22

SECTION FOUR – ROLLING TOWER SCAFFOLD SAFETY

C: Choose it right	23
L: Look for Damaged or Missing Parts	24
I: Implement a safe setup routine	24 – 25
M: Move Safely, Using Three Points of Contact	25
B: Be a Safety Expert – Not a Statistic	25
Evaluation Form	26
Test	27

SECTION FIVE – STAGE SAFETY

C: Choose it right	28
L: Look for Damaged or Missing Parts	29
I: Implement a safe setup routine	29
M: Move Slowly & Carefully	29 – 30
Caring For an Aluminum Walk Board	30
B: Be a Safety Expert – Not a Statistic	30
Evaluation Form	31
Test	32

SECTION ONE – FACILITATOR’S GUIDE

THE IMPORTANCE OF A LADDER SAFETY PROGRAM

Occupational Health and Safety Administration (OSHA) regulations require companies to provide employees with on-site training on ladder safety. That’s because ladder-safety instruction is essential to the safe and smooth operation of any workplace.

Since most ladder accidents are the result of careless or improper ladder usage, a well-designed and well-taught ladder safety program is well worth the effort. It can not only prevent human suffering, it can also provide economic benefits to your company by reducing lost man hours, minimizing insurance costs, and cutting down on worker’s compensation claims.

In addition we have included sections on rolling warehouse ladder and rolling tower scaffold safety.

Louisville Ladder’s C.L.I.M.B. Academy® safety programs will teach your employees how to understand and use the warning stickers attached to each product. It will make them aware of the potential hazards involved in the usage, and will show them how to choose, inspect, set up, climb, and store each product.

Make sure all of your employees are trained in climbing equipment safety.

THE LESSON PLAN

To obtain the maximum benefit from the C.L.I.M.B. Academy® ladder safety program, we recommend that you prepare a detailed lesson plan before each session.

It is essential to watch the video before your session. Your ability to teach effectively is largely related to your familiarity with the material.

Be certain to read your handbook completely and answer any questions that may appear at the end of a chapter. In addition, complete the test at the end of each section.

You’ll want to familiarize yourself with the ladders and equipment available at your workplace. Make a list of all of your ladders and scaffolds by type, size, duty rating, material, and storage location. Don’t forget to include levelers and other accessories. Make this list available to your employees to aid them in making the proper ladder selections. Refer to the Inventory Log included in your safety training kit.

Review the federal and state regulations applying to ladders and scaffolds, and make sure you’re aware of any special ladder safety guidelines established by your company. All state guidelines supersede federal guidelines. It is your responsibility to conform to regulations. If you need a copy of your state’s guidelines, call your local OSHA office or ask your ladder distributor.

The Training Session

Before showing the C.L.I.M.B. Academy® video, give your audience a brief introduction to the material. This will help increase their understanding and retention of the information. You might say, for example:

“Every year, nearly 100 people are killed and 160,000 are injured in ladder related incidents. This video will help you avoid being one of those statistics. It shows how to; C: Choose the right ladder for the job, L: Look for damaged or missing parts, I: Implement a safe setup routine, M: Move carefully, using three 2

points of contact, and B: Be a safety expert, not a statistic. Please pay close attention, because this information can literally save your life. After the video, we'll apply what we've learned to the unique situations we encounter on the job."

The Handbook

This handbook follows the outline of the video beginning on page 5. Help your audience get the most from their handbooks by covering it section-by-section. Allow plenty of time for questions and answers. Also, make sure everyone takes the test at the end of each section. Be sure to evaluate the equipment in use, utilizing the evaluation forms after each section as part of this program.

Helping Your Audience Learn

Your job as the session facilitator is to make certain that each participant understands the material. Audience participation is crucial. You can encourage participation by listening carefully to each speaker without interrupting. Positively reinforce those who speak up. Correct wrong answers by saying, "Try again," instead of, "No."

Be sure to deliver information at an appropriate pace. Go too fast and you'll confuse your audience; go too slow and you'll bore them.

GETTING READY

1. Find a room that is large enough to seat everyone comfortably. Try to set up the chairs in a half-circle so that each person in the class can see everyone else. This arrangement encourages participation.
2. There should be plenty of lighting so no one has to strain to read the workbook. Room temperature should be at a comfortable setting. Excess warmth can result in drowsiness; excess cold can be distracting.
3. Have plenty of pencils on hand.
4. Be sure all your equipment and supplies are on hand before you begin. Have the DVD player set up.

COMMON QUESTIONS

What types of ladders are available at your workplace? Make a list of all ladders available. Include their duty ratings and what materials they're constructed from.

How do I know if a ladder is strong enough to support me? Check the duty-rating label on the side of the ladder. If the label is missing, contact your ladder distributor.

How can I keep an extension ladder from sliding? Tie the base and fly sections together in the middle of the ladder. Secure the top and bottom of the ladder by tying it off. Be sure the structure you tie the ladder to is strong enough to support it. It is also a good idea to have someone hold the ladder while you're on it.

What type of ladder is safest around electrical equipment? A clean, dry fiberglass ladder is safest around electricity. However, you should still de-energize the electrical source or use insulation to protect yourself from accidental contact.

How do I know if a ladder is unsafe to use? Inspect the ladder thoroughly for missing or damaged components before each use.

OSHA CONSIDERATIONS

OSHA's ladder safety standard provides regulations for the use and maintenance of ladders. The standard requires employers to make certain of the following:

Physical Requirements

- All ladders must meet the construction requirements of the standard.
- Ladders must have no sharp points, edges, or splinters.
- Stepladders must have a metal spreader or locking device that is strong enough to securely hold the ladder open.
- The proper ladder must be available to facilitate safe work practices for every job.

Care and Maintenance

- All ladders and supplementary equipment must be kept in usable condition at all times.
- Broken or unsafe ladders must not be used. They should be tagged for repairs or destroyed.
- Keep ladders free of grease and oil.
- Replace frayed or worn ropes on extension ladders.
- Lubricate as necessary any moving parts.
- Inspect ladders before each use.

Use

- Position a ladder carefully to prevent slipping. Tie off or have someone hold it in position.
- Do not use a ladder for anything other than its stated purpose.
- Do not use boxes, barrels, or other objects to raise a ladder higher.
- Do not place ladders in front of doors opening toward the ladder unless the door is blocked, locked, or guarded.
- Position the base of an extension ladder one foot away from the wall (Fig. 1), or top support point (Fig. 2), for every four feet of the ladder's length to the support point on the structure.
- Before climbing onto a roof using an extension ladder, be sure the ladder extends three feet beyond the roof line (see Fig. 2).
- Never overextend an extension ladder. See chart on page 7 for minimal overlap.
- Read and follow all instructions on the ladder.

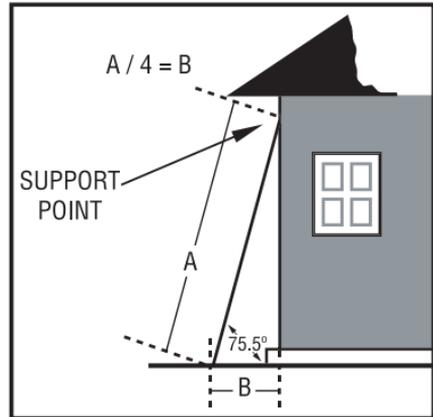


FIG. 1

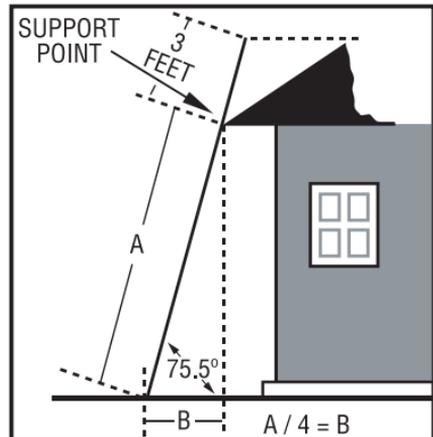


FIG. 2

SECTION TWO – STEP & EXTENSION LADDER SAFETY WORKBOOK

AN INTRODUCTION TO LADDER SAFETY

Each year, nearly 100 people are killed and 160,000 injured in ladder related incidents.

These tragedies can be avoided. The fact is, a ladder is one of the simplest most easy-to-use tools in existence. Common sense, combined with the application of the basic rules of ladder safety can prevent many ladder-related deaths and injuries.

The aim of this handbook is to teach you how to use a ladder properly and safely. You'll learn how to choose the right ladder for most jobs, how to spot a damaged ladder, how to properly set up a ladder, how to climb, and how to work safely while on a ladder. You'll also learn how to take care of and store your ladder to ensure that it provides years of service.

LOUISVILLE LADDER'S NEW C.L.I.M.B. ACADEMY® IS A LADDER SAFETY PROGRAM DESIGNED TO TEACH SAFE LADDER PRACTICES. THE WORD C.L.I.M.B. MEANS:

C: CHOOSE IT RIGHT. ALWAYS HAVE THE RIGHT LADDER FOR THE JOB.

Ladders are manufactured for specific uses, which means, for example, a job that can be safely performed with a step ladder could become dangerous if an extension ladder is used instead.

You must evaluate the work environment and know what ladders are available before you can choose the right ladder for the job. Keep in mind all potential hazards. Does electricity pose a possible danger? Will the ladder be resting on an uneven surface? Is the area crowded with people and materials? Are there obstructions overhead?

In addition, you must keep in mind the physical requirements of the job. How much room will there be to position the ladder? How much weight (combining the user, tools, and materials) will be on the ladder? What length will the ladder need to be to safely perform the job? If conductivity is not important, then ladder weight may be a consideration when choosing a ladder. Aluminum ladders are the lightest, followed by fiberglass.

Types of Ladder

Portable ladders are typically manufactured from aluminum or fiberglass. The portable-ladder classification includes self-supporting stepladders, single ladders, twin front ladders, extension trestle ladders, and extension ladders.



STEP



SINGLE



TWIN FRONT



EXTENSION TRESTLE



EXTENSION

You may have many, if not all, of these ladders at your workplace. You may also have ladders specially made for a specific purpose. Familiarize yourself with all of the ladders available to you. This will help you select the proper ladder for the job.

Duty Rating

A ladder's duty rating tells you its maximum weight capacity. There are five categories of duty ratings:

Type IAA – These ladders have a Load Capacity of 375 pounds. Type IAA ladders are recommended for extra heavy-duty use.

Type IA – These ladders have a Load Capacity of 300 pounds. Type IA ladders are recommended for extra heavy-duty use.

Type I – These ladders have a Load Capacity of

250 pounds. Type I ladders are manufactured for heavy-duty use.

Type II – These ladders have a Load Capacity of 225 pounds. Type II ladders are approved for medium-duty use.

Type III – These ladders have a Load Capacity of 200 pounds. Type III ladders are rated for light-duty use.



To figure out the total amount of weight a ladder will be supporting, add your weight plus the weight of your protective equipment, the weight of your tool belt and tools, plus the weight of the supplies you will be carrying up the ladder.



Never load a ladder with a weight in excess of its load capacity. Doing so could damage the ladder and cause injury.

Use a towline to bring up tools and supplies.

Do not assume that a longer ladder has a higher load capacity. There is no relationship between length and load capacity. Before using any ladder, check its load capacity by looking at the sticker on the side of the ladder. If the sticker is missing, notify your supervisor.

ANSI Requires a duty rating sticker be placed on the side of every ladder.



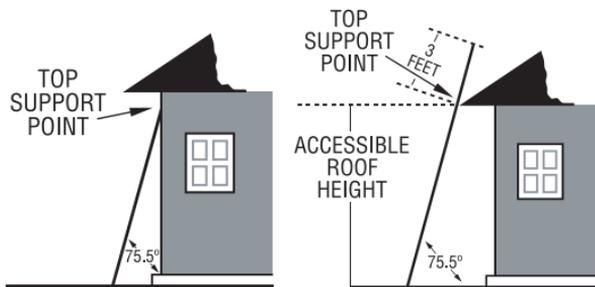
Determining the right ladder length

To help ensure safety when using a ladder, do not use a ladder that is too long or too short. If you would need to stand on or above the first step below the top cap of a step ladder, or the third rung from the top of an extension ladder, it's too short. Your ladder is too long if ceiling height prohibits proper ladder set-up or more than 3 feet extends above upper support point.



Ladder labels are required by ANSI standards to list the highest standing level (see sample labels on p. 6).

Use these charts to determine the right ladder length for your job:



STEP LADDER HEIGHT SELECTION GUIDE		EXTENSION LADDER LENGTH SELECTION GUIDE			
STEPLADDER SIZE	APPROX. HIGHEST STANDING LEVEL	LADDER SIZE	MAX. EXT. LENGTH	*HT. TO TOP SUPPORT	**ACCESSIBLE ROOF HT. RANGE
4'	1' 11"	16'	13'	7 ½'–12 ½'	4 ½'–9 ½'
5'	2' 10"	20'	17'	9 ½'–16 ½'	6 ½'–13 ½'
6'	3' 9"	24'	21'	11 ½'–20'	8 ½'–17'
7'	4' 9"	28'	25'	13 ½'–24'	10 ½'–21'
8'	5' 8"	32'	29'	15 ½'–28'	12 ½'–25'
10'	7' 7"	36'	32'	17'–31'	14'–28'
12'	9' 6"	40'	35'	19'–33 ½'	16'–30 ½'
14'	11' 5"	44'	39'	21'–33 ½'	18'–34 ½'
16'	13' 4"	48'	43'	23'–41 ½'	20'–38 ½'
18'	15' 3"	60' ⁽¹⁾	48'	23'–46 ½'	20'–43 ½'
20'	17' 2"	* When set up at the proper 75.5° angle • ⁽¹⁾ Three-section extension **Allows for 3 feet extension above support point			

According to the extension ladder length selection guide above, in order to access a roof 25 feet from the ground, the minimum ladder length required would be 32 feet.

Never over-extend an extension ladder. See the following chart for ANSI (American National Standards Institute) requirements. For minimum overlap requirements between each ladder section (base and each fly section).

LADDER SIZE (FT.)	OVERLAP (FT.)*	
	TYPE I & IA	TYPE II & III
UP TO AND INCLUDING 32'	3'	3'
OVER 32', UP TO AND INCLUDING 36'	4'	4'
OVER 36', UP TO AND INCLUDING 48'	5'	5'
OVER 48'	6'	–

* The tolerance on the overlap is ±2" for two-section ladders and ±3" for extension ladders other than two-section.

Remember, you must never stand on or above the third rung from the top of an extension ladder, or the first step below the top cap of a stepladder.

Choosing the Ladder Material

Your choice of ladders is also influenced by the environment of your work site. For example, you must use a clean, dry fiberglass ladder if you are working near sources of electricity. That's because metal ladders can easily conduct electricity to you, causing serious injury or death. Don't forget that sweat, oil, paint, caulk, and grease can conduct electricity. Make certain your ladder is free of these substances and any other dirt or debris.

L: LOOK FOR DAMAGED OR MISSING PARTS

Always check for damage before using any ladder. Do not use a damaged ladder. Conduct your inspection before you leave for the job site.

1. Begin at the bottom, making sure the feet are not broken or malfunctioning and that the slip-resistant pads are secure.
2. Inspect the ladder for cracks, bends, and splits on side rails, rungs, and steps.
3. Check all rung/step-to-side rail connections, as well as hardware, fittings, and accessories. Make sure both rung locks are in working order.
4. Test the rope and pulley for smooth operation. Replace the rope if frayed or partially cut.
5. All pivotal connections and the rung-locks should be well-lubricated.
6. All bolts and rivets should be secure. Never use a ladder if any bolts or rivets are missing or if the joints between the steps (or rungs) and the side rails are not tight.
7. Make sure the ladder (particularly the steps and rungs) is free of foreign materials such as oil and grease.
8. If you're using a stepladder, make sure the spreader braces are not bent, are secure and working properly.

Use a ladder-inspection chart as a guide for evaluating the safety of a ladder. Remember to inspect the ladder before you travel to the job site, because once you're there you'll be tempted to use the ladder regardless of its condition.

Always mark unsafe ladders by using a damaged-ladder tag (see sample illustration).

Be sure to store damaged ladders away from usable ladders. Have them repaired as soon as possible. Destroy unreparable ladders immediately.

TRANSPORTING A LADDER

Accidents can happen while transporting the ladder to the job site. A ladder is long and awkward, and can cause injuries and property damage during transport. When possible, two people should carry an extension ladder. If you carry it yourself, keep the front end of the ladder slightly higher than the back end.

Never move or reposition an extension ladder without completely retracting the fly section. Failure to do so can cause serious injury or death.

Secure both ends of a ladder when transporting it on a vehicle. Use care when placing ladders onto or removing from ladder racks.

DANGER

DAMAGED LADDER
DO NOT USE

INSPECTED BY _____
DATE ____/____/____

Destroy & Dispose

Repair _____

I: IMPLEMENT A SAFE SETUP ROUTINE

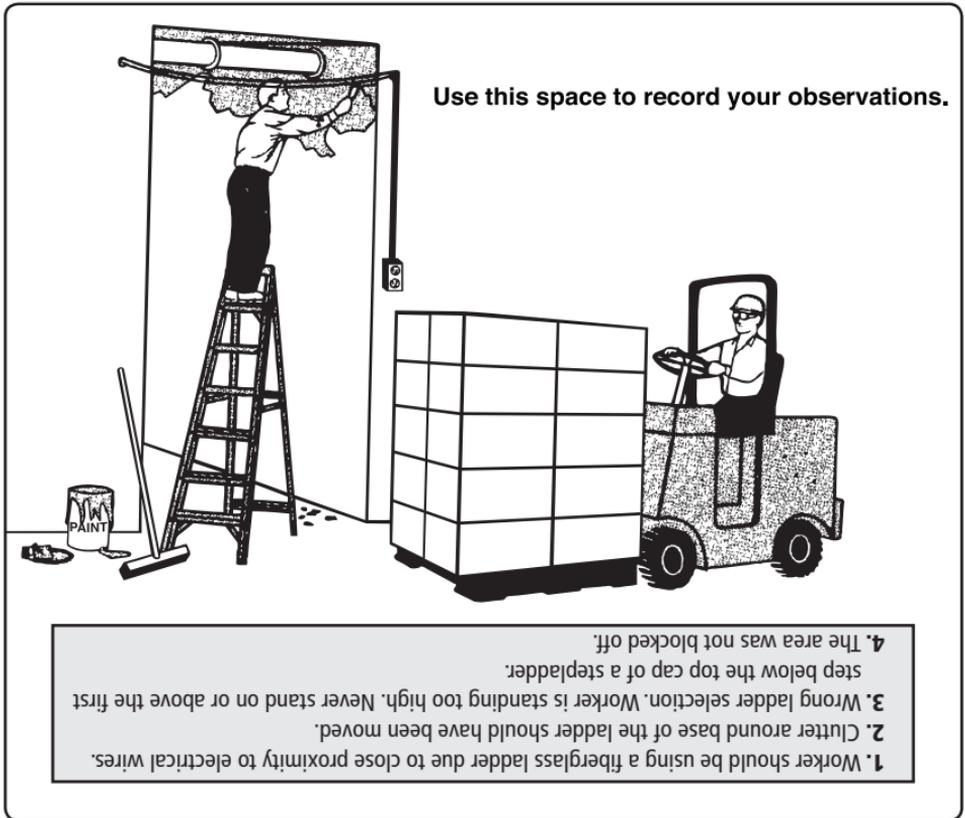
A major cause of falls from ladders is improper set-up. Many accidents can be avoided with common sense and good work practices. Using proper set-up techniques will give your ladder maximum stability and help ensure your safety.

Preparing to Use a Ladder

Your first step is to rid the area of hazards.

- Look above for any overhead wires or obstructions.
- Clear any clutter from the area around the base of the ladder.
- Block off the area around the ladder so people and equipment won't knock you off the ladder.
- If you're working close to a corner, put up a sign to warn people of your presence.
- If there's a door nearby, lock it, block it off, or station someone to watch it for you.

Point out as many unsafe conditions as you can in the environment below.



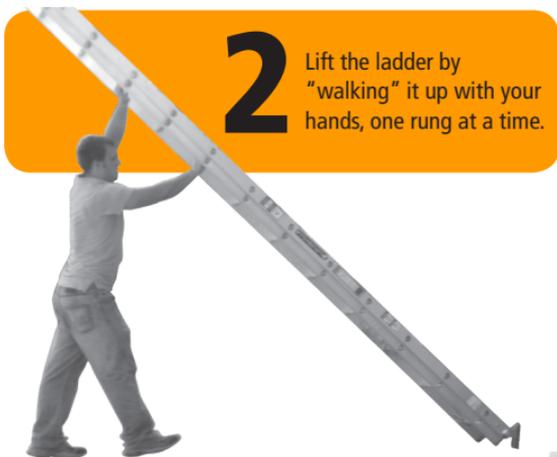
Angle of Inclusion

Extension and single ladders should be erected at a pitch of approximately 75.5° from the horizontal support surface for optimum resistance to slide out of the ladder, and balance of the climber. To create the 75.5° angle, the ladder should be one foot away from the wall for every four feet of the ladder's length to the support point. This is known as the "one-quarter rule".

Raising extension ladders



- 1** When setting up an extension ladder, first position it flat on the ground with the bottom of the ladder touching the base of the building and the base section on top.



- 2** Lift the ladder by “walking” it up with your hands, one rung at a time.



3

Pull the base of the ladder slightly away from the building.
Lift the fly section and engage the rung locks.

4

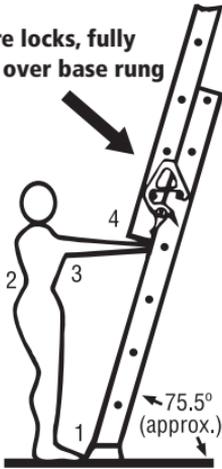
Bring the base of the ladder away from the building until it's at the proper 75.5° angle. The base of the ladder should be one foot away from the building for every four feet of the ladder's length to the support point. This puts the ladder in its strongest position.

Make sure the ladder shoes are correctly positioned.

Make certain the rung locks are fully engaged over the base rung.



**Secure locks, fully
hook over base rung**



Use this diagram as an additional reference to ensure proper ladder set-up angle.

1. Place toes against bottom of ladder side rails.
2. Stand erect.
3. Extend arms straight out in front.
4. Palms of hands should touch top of rung at shoulder level.

Stepladders and other self-supporting ladders



Position stepladders and other self-supporting ladders so that all four legs are on solid, level ground. Lock the spreaders in the fully open position.



Never use a self-supporting ladder as a single ladder.

Ladder Footing

Ladders are safest when placed on a firm, level surface free of foreign materials such as ice, sawdust, sand, oil, etc. Ladder levelers should be used on single and extension ladders when used on uneven ground.

Top Support

The top of an extension ladder should be placed with the two rails supported equally unless it is equipped with a single support attachment (i.e. pole grips, or extension ladder with ProTop™). When it is necessary to support the top of the ladder at a window opening, a stand-off accessory (i.e. fixed or adjustable stabilizer) should be attached across the back of the ladder, which extends across the window, to provide firm support against the building walls or window frames.

Side Loading

Portable ladders are not designed for excessive side loading. Secure the ladder as described in the next section, keep it close to the work, and do not overreach.

Securing the Ladder

The forces you apply while working on the ladder, and other forces caused by wind or other factors, can overcome the stability of the ladder and cause you to fall, resulting in serious injury or death.

Prevent an extension ladder from sideways movement and slide out by tying it off at the top and bottom. Make certain the structure you tie it to is strong enough to hold the ladder. Tie adjacent rungs of the fly and base sections together at the overlap or engage the Quickclatch® if your ladder has one. For maximum safety, have someone hold the ladder.

If you're climbing onto the roof, remember to extend the top of the ladder three feet beyond the roof line.

M: MOVE SAFELY AS YOU ASCEND AND DESCEND THE LADDER, USING THREE POINTS OF CONTACT AT ALL TIMES.

Proper use of a ladder will contribute significantly to your safety.

Factors contributing to falls include haste, sudden movement, lack of attention during use, ladder condition (worn or damaged), the user's age or physical condition, or both, and the user's footwear.

The likelihood of a fall is not a function of the user's weight or size. However, improper climbing posture creating user clumsiness on the ladder may cause falls. Be sure to follow these guidelines for safety while climbing.

- Wear slip resistant shoes that are heavily soled to prevent foot fatigue.
- Clean your shoes to give them maximum traction.
- Keep your hands free when climbing. Heavier or awkward items should be raised by alternative means, such as pulling them up on a towline, placing them in your tool belt, or having them handed up to you.
- Always keep three parts of your body in contact with the ladder when climbing, holding on with either two hands and a foot or two feet and a hand.
- Always face the ladder as you climb, work or descend.
- Keep your belt buckle positioned between the rails and do not overreach or lean while working.
- Climb slowly and surely.
- If you're climbing onto a roof, do not step over the top of the ladder. Step sideways onto the roof.
- Avoid sudden movements during climbing and use. Be careful and deliberate in your actions.
- Do not try to move a ladder while on it.



AVOIDING HAZARDS

- Read and follow all instruction labels on ladder. Failure to do so may cause serious injury or death.
- Completely retract the fly section of an extension ladder before moving or repositioning it.
- Do not use anything, such as boards or boxes, to give a ladder extra height.
- Only one person at a time should climb a ladder unless it is designed to support two people.
- Never use a ladder on scaffolding.
- Do not lean an extension ladder against boxes or any other unstable surface.
- Do not connect two ladders to each other.
- Do not use a ladder if you are fatigued, drowsy, dizzy, or have any physical condition which impairs your judgement or limits your ability to work safely.
- Never climb a ladder when under the influence of any drugs or alcohol.
- Never use a ladder for anything other than its stated purpose.
- Always face ladder when climbing and working.
- Never leave a ladder set-up unattended.
- Never allow children to climb a ladder.

CARING FOR A LADDER

Properly caring for a ladder helps maximize its life span.

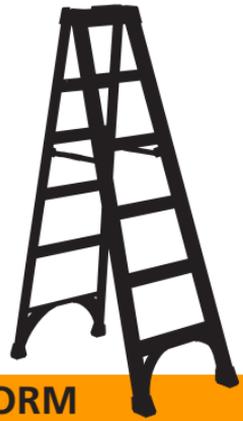
- Regularly clean and lubricate the ladder's moving parts. Clean the rungs and steps.
- Store an extension ladder by hanging it horizontally. Make sure it is supported every six feet.
- Keep ladders away from extreme heat or cold.
- Do not use a ladder as a storage shelf.
- When transporting a ladder on a vehicle, secure both ends. This will help prevent damage to the ladder.
- Keep dirt, dust, grease, grime, paint, caulk, carbon based substances, and other foreign matter off all ladders, particularly non-conductive ladders, as these substances can provide a path for electrical currents to travel over the surface of the ladder and endanger the user.

B: BE A SAFETY EXPERT – NOT A STATISTIC

If you have any questions or comments, please contact Louisville Ladder at 1-800-666-2811.



C.L.I.M.B.
ACADEMY



STEPLADDER EVALUATION FORM

(Important: Inspect Equipment Prior To Use)

Company Name _____

Equipment Reference No. _____ Department _____

Size _____ feet Model No. _____

<input type="radio"/> Fiberglass	<input type="radio"/> Aluminum	YES	NO
Steps	Loose, cracked, bent, missing	<input type="radio"/>	<input type="radio"/>
Rails (Front & Back)	Cracked, bent, split, uneven	<input type="radio"/>	<input type="radio"/>
Top	Loose, cracked, bent, missing	<input type="radio"/>	<input type="radio"/>
Spreader Brace	Loose, bent, will not lock, corroded	<input type="radio"/>	<input type="radio"/>
Shoes	Rubber pad worn, loose, missing	<input type="radio"/>	<input type="radio"/>
Pail Shelf	Bent, loose, missing, broken	<input type="radio"/>	<input type="radio"/>
General Condition	Presence of rust, corrosion, dirt, other	<input type="radio"/>	<input type="radio"/>
Labels	Missing, illegible	<input type="radio"/>	<input type="radio"/>

- ACTION TAKEN:**
- Ladder tagged as damaged - requires repair
 - Ladder destroyed
 - Ladder is in good condition and may be used

Inspector _____ Date _____



C.L.I.M.B.
ACADEMY



EXTENSION LADDER EVALUATION FORM

(Important: Inspect Equipment Prior To Use)

Company Name _____

Equipment Reference No. _____ Department _____

Size _____ feet Model No. _____

<input type="radio"/> Fiberglass	<input type="radio"/> Aluminum	YES	NO
Rungs	Bent, loose, split, missing	<input type="radio"/>	<input type="radio"/>
Rails	Cracked, bent, split, warped	<input type="radio"/>	<input type="radio"/>
Rung Locks	Corroded, loose, missing, broken	<input type="radio"/>	<input type="radio"/>
Hardware	Loose, missing, corroded, altered	<input type="radio"/>	<input type="radio"/>
Rope & Pulley	Missing, frayed, not working	<input type="radio"/>	<input type="radio"/>
General Condition	Presence of rust, corrosion, dirt, other	<input type="radio"/>	<input type="radio"/>
Labels	Missing, illegible	<input type="radio"/>	<input type="radio"/>

- ACTION TAKEN:**
- Ladder tagged as damaged - requires repair
 - Ladder destroyed
 - Ladder is in good condition and may be used

Inspector _____ Date _____

STEP AND EXTENSION LADDER TEST

Name _____ Date _____

Circle the correct answer.

1. What is the most important factor to consider when selecting a ladder?

- A. Material
- B. Load capacity
- C. Length
- D. Type
- E. All the above

2. What type of ladder would you use if you had to climb up between two structures that were too close together to allow you to follow the one-quarter rule?

- A. A non-conductive ladder
- B. A stepladder
- C. An extension ladder
- D. A fixed ladder

3. What type of ladder is safest to use near power lines or heavy electrical equipment?

- A. A non-conductive ladder
- B. A stepladder
- C. An extension ladder
- D. A fixed ladder

4. What type of ladder should you use if there are no firm structures to lean the ladder on?

- A. A non-conductive ladder
- B. A stepladder
- C. An extension ladder
- D. A fixed ladder

5. What safety device do you need if you're using an extension ladder on uneven ground?

- A. Ladder leveler
- B. Insulated gloves
- C. Rubber ladder feet
- D. A rubber mat under the ladder

6. A ladder with a 250 pound weight capacity is rated:

- A. Type IAA
- B. Type IA
- C. Type I
- D. Type II
- E. Type III

7. A ladder should be inspected:

- A. Once a week
- B. Only if it has fallen
- C. Once a month
- D. Before each use

8. If the ladder's length from the ground to the top support point is 20 feet, how far should its base be from the building?

- A. Two feet
- B. Three feet
- C. Four feet
- D. Five feet

9. Should you lean a stepladder against a building if it is secured at the bottom?

- A. Yes
- B. No

10. If you're climbing onto a roof, the ladder should extend how far past the roof line?

- A. Two feet
- B. Three feet
- C. Four feet
- D. Five feet

11. An extension ladder should be positioned at what angle?

- A. 35°
- B. 75.5°
- C. 45°
- D. 60.25°

ANSWER KEY:
1-E, 2-B, 3-A, 4-B, 5-A, 6-C, 7-D, 8-D, 9-B, 10-B, 11-B

For further information on ladder safety contact your insurance provider or:

ANSI

25 West 43rd Street, 4th floor
New York, NY 10036
212-642-4900

1899 L Street, NW, 11th Floor
Washington, DC 20036
202-293-8020

OSHA

Listed in your phone directory or for
regulation publications contact:

Commerce Clearing House, Inc.

a Wolters Kluwer business
4025 W. Peterson Avenue
Chicago, IL 60646-6085
800-248-3248

National Safety Council

1121 Spring Lake Dr.
Itasca, IL 60143-3201
800-621-7615

American Ladder Institute

401 North Michigan Avenue
Chicago, IL 60611-4267
312-644-6610

SECTION THREE – WAREHOUSE LADDER SAFETY

Louisville Ladder, Inc. is pleased to present the C.L.I.M.B. Academy® for rolling warehouse ladders. As with stepladders and extension ladders, the principles of C.L.I.M.B. still apply:

- C.** Choose it right. Always have the right ladder for the job.
- L.** Look for damaged or missing parts.
- I.** Implement a safe setup routine
- M.** Move safely as you ascend and descend the ladder, using three points of contact at all times.
- B.** Be a safety expert – not a statistic.



C: CHOOSE IT RIGHT. ALWAYS HAVE THE RIGHT LADDER FOR THE JOB.

When choosing a warehouse ladder, you must first know your task and consider the following:

- Load capacity of the ladder
- The height of the ladder
- The ascent/descent angle of the ladder
- The material the ladder is made of

Most rolling warehouse ladders are capable of supporting up to 450 pounds of combined weight for you and your materials.

Rolling warehouse ladders are available in a number of heights and are identified by the height to the platform or top step. Unlike step and extension ladders, steps are not spaced one foot apart, so consult your manufacturer for the height to the platform. A warehouse ladder should always be tall enough to allow you to do your job without overreaching.

MODEL	STEPS	STEP WIDTH	HT. TO PLATFORM	OVER ALL HEIGHT	OVER ALL DEPTH	OVER ALL WIDTH	APPROX. CUBES	APPROX. WT. (LBS)
GSX1603	3	16"	30"	66"	41"	23"	9.6'	75
GSX1604	4	16"	40"	76"	49"	23"	11.7'	91
GSX1605	5	16"	50"	86"	58"	23"	13.8'	104
GSX1606	6	16"	60"	96"	66"	27"	15.8'	118
GSX1607	7	16"	70"	106"	74"	27"	17.9'	132

(Example of rolling warehouse specifications)



The climbing angle of the ladder will dictate which ladder is appropriate for your task. Warehouse ladders come in two types, forward and standard descent ladders. Forward descent ladders allow you to walk down the ladder facing away from it. Standard ladders require that you face the ladder when climbing up or down.



The primary material used for rolling warehouse ladders is steel. Never use steel ladders near electrical hazards due to steel's conductivity. Accidents could result in electrocution. Fiberglass non-conductive rolling ladders are now available and should be used if your work is near electric hazards.

Next you must follow the rules of the L. in C.L.I.M.B.

L: LOOK FOR DAMAGED OR MISSING PARTS.



- Look over your ladder from top to bottom for damage or loose or missing parts.
- Make sure all labels are attached and legible.
- Inspect moving parts to be sure they are in good working order.
- Make sure the front locking device functions and that casters are working smoothly.



Good maintenance includes lubricating moving parts regularly. Make sure the steps are free of grease, oil or any materials that will make steps slippery. Make sure the ladder is clean. Make sure that you check the rubber footing. If the ladder is in poor shape, tag it for repair or dispose of it. Never use a damaged ladder and never make temporary repairs.



I: IMPLEMENT A SAFE SETUP ROUTINE



When not in use, properly store/secure your ladder.

Next you set up your ladder for your task. Know that all rolling warehouse ladders of four feet or more will have handrails, and ladders of 10 feet or higher require handrails and a toeboard. Remember never to use a steel rolling ladder near any electrical hazard. Once the ladder is in position,



you need to deactivate the wheels to prevent it from rolling. On some models an activation bar locking device must be pressed. On spring models, the weight of the person lowers the ladder and keeps it from rolling.

M: MOVE SAFELY AS YOU ASCEND AND DESCEND THE LADDER, USING THREE POINTS OF CONTACT AT ALL TIMES.

Always use three point of contact as you climb up or down. That can be one hand and two feet or two hands and one foot. Keep a firm grip on the handrail. Your shoes should be clean and slip resistant and you should only climb on the steps, never the frame. On standard descent ladders, always face the steps when climbing or working from the ladder.

Once the job is complete, climb down, engage the wheels and reposition your ladder. Never move the ladder when someone is on it.

Do these things and...

B: BE A SAFETY EXPERT – NOT A STATISTIC

If you have any questions or comments, please contact Louisville Ladder, Inc. at 1-800-666-2811.



**C.L.I.M.B.
ACADEMY**



ROLLING WAREHOUSE LADDER EVALUATION FORM

(Important: Inspect Equipment Prior To Use)

Company Name _____

Equipment Reference No. _____ Department _____

Size _____ steps Model No. _____

<input type="radio"/> Steel	<input type="radio"/> Fiberglass	YES	NO
Steps	Loose, cracked, bent, missing	<input type="radio"/>	<input type="radio"/>
Vertical Bracing	Bent, loose, uneven	<input type="radio"/>	<input type="radio"/>
Platform	Loose, cracked, bent, missing	<input type="radio"/>	<input type="radio"/>
Casters	Broken damaged housing/wheel, poor rotation	<input type="radio"/>	<input type="radio"/>
Handrails/Guardrails	Bent, loose, presence of rust/corrosion	<input type="radio"/>	<input type="radio"/>
General Condition	Presence of rust, corrosion, dirt, other	<input type="radio"/>	<input type="radio"/>
Labels	Missing, illegible	<input type="radio"/>	<input type="radio"/>

- ACTION TAKEN:**
- Ladder tagged as damaged - requires repair
 - Ladder destroyed
 - Ladder is in good condition and may be used

Inspector _____ Date _____

ROLLING WAREHOUSE LADDER TEST

Name _____ Date _____

1. The first step to using a steel warehouse in your workplace is:

- A. Choosing the right ladder
- B. Looking closely, inspecting for damaged or missing parts
- C. Ensuring a safe ladder set-up
- D. Moving about the ladder safely, always maintaining three points of contact

2. When choosing the right warehouse ladder you must consider the following:

- A. Weight rating of the ladder
- B. The height of the ladder
- C. The ascent/descent angle of the ladder
- D. The material the ladder is made from
- E. All of the above

3. Most Steel ladders are rated to carry the combined weight of the user and materials up to:

- A. 250 pounds
- B. 275 pounds
- C. 450 pounds
- D. 500 pounds

4. The height of a steel ladder is measured:

- A. As the height to the top guardrail
- B. As the height to the platform
- C. Just like the height of a standard stepladder
- D. None of the above

5. Forward descent warehouse ladders allow you to face away from the ladder when descending, how do you descend from a standard descent ladder?

- A. Facing away from the ladder
- B. Facing toward the ladder
- C. Facing either towards or away from the ladder

6. Steel warehouse ladders should never be used:

- A. In cold storage warehouses
- B. Where items to be reached exceed 10 feet
- C. Near electrical hazards
- D. All of the above

7. When inspecting the ladder check for:

- A. Damage
- B. Missing parts
- C. Proper labeling
- D. Proper welds and tight fasteners
- E. All of the above

8. When setting up the ladder for use, you must ensure the warehouse ladder will not roll. This is accomplished by:

- A. Activating a trip bar on ladders with a caster locking device
- B. Stepping on the ladder if it has spring casters
- C. All of the above depending on the model warehouse ladder you are using

9. How many points of contact with a warehouse ladder should you have when ascending or descending?

- A. 1
- B. 2
- C. 3
- D. 4

10. When transporting a ladder, you should never:

- A. Look carefully for any obstructions, on the ground or overhead
- B. Look carefully for any electrical hazards
- C. Allow someone on the ladder while transporting it
- D. None of the above

ANSWER KEY:
1-A, 2-E, 3-C, 4-B, 5-B, 6-C, 7-E, 8-C, 9-C, 10-C

SECTION FOUR – ROLLING TOWER SCAFFOLD SAFETY

Louisville Ladder, Inc. is pleased to present the C.L.I.M.B. Academy® for rolling tower scaffolds. Always follow these steps to ensure safe scaffold use:

- C.** Choose it right. Always have the right scaffold for the job.
- L.** Look for damaged or missing parts.
- I.** Implement a safe setup routine
- M.** Move safely as you ascend and descend the scaffold, always using three points of contact on the scaffold at all times.
- B.** Be a safety expert – not a statistic.

C: CHOOSE IT RIGHT. ALWAYS HAVE THE RIGHT SCAFFOLD FOR THE JOB.

When choosing a scaffold for a job, there are three main considerations.

- The scaffold platform size
- The scaffold weight rating
- The scaffold height

The most common platform size available today is 30" wide by 6' long. A label on your scaffold will indicate the maximum load rating. Consider the weight of the person on the scaffold plus the weight of materials they will be using. Never exceed the weight limit established on the product label.

When considering scaffold height, know that scaffolds can be stacked to increase their height. Louisville's rolling tower scaffolds, can stack two 6 foot units high plus

a 3 foot extender for a maximum height of 15 feet.

Outriggers and handrails are required for scaffold set-ups over 6 feet. Setting up Louisville scaffolds over 15 feet, would violate OSHA and ANSI safety rules.

Once you've chosen the right scaffold, you must next:



L: LOOK FOR DAMAGED OR MISSING PARTS.

WARNING: FAILURE TO READ AND FOLLOW INSTRUCTIONS ON THE USE OF THIS PRODUCT COULD RESULT IN SERIOUS INJURY OR DEATH

ADVERTENCIA: NO LEER Y SEGUIR LAS INSTRUCCIONES SOBRE EL USO DE ESTE PRODUCTO PUEDE CAUSAR LESIONES GRAVES O MUERTE

INSPECTION ① Inspect for damages or missing parts upon receipt and before use. ② Never use if damaged. Return for repair or discard. ③ Check all parts, rivets and bolts to be in good working condition. ④ Never use if parts are missing. ⑤ Make sure unit is free from wet paint, mud, grease or other slippery materials. ⑥ Insulated if exposed to fire or overheating.

SET-UP ① Assemble scaffold according to instructions provided with unit. ② Make sure all casters are locked to the unit with manual pins. ③ Make sure 4 spring pins are fully engaged and 4 manual pins are locked before climbing. ④ Make sure platform is fully seated within trusses and platform latches is rotated into the engaged position. ⑤ Always use guardrails when plank height is over 10 ft. secure guardrails to unit using 2 pins provided. ⑥ For stacked units locate trusses and plank on 6" bottom unit of upper. One foot down from top and always attach 4 outriggers before stacking to prevent tipping. ⑦ Do not stack units over 15 foot maximum stack height and do not use 3 or 4 unit on bottom of assembly. ⑧ Each unit of stacked assembly must include 4 over 2 frame supports and plank located as follows: a) Bottom unit-locate trusses and plank approx. one foot down from position. b) Middle unit-attach 4 outriggers to 15 foot assembly locate trusses and plank at approx. one foot down from position. c) Top unit-locate trusses and plank in desired position.

USE ① Set up on firm level surface and lock casters before climbing. ② Access planks by climbing up rungs and over the top of the end rail. Do not swing around end rail to access plank. When using guardrails, close and latch gate after accessing plank. ③ Total combined weight of man and materials shall not exceed rated capacity of unit. Never overstep scaffold. Never drop or apply any impact load to scaffold. ④ Metal scaffold conducts electricity. Do not use where contact can be made with electrical circuits. ⑤ Do not overreach, move scaffold instead. The set is building when possible to prevent tipping. Never climb onto scaffolding from a ladder unless both are secure from movement. ⑥ Never use ladders or other devices on scaffold to gain greater height. Never allow loose objects to accumulate on a plank. ⑦ Never roll scaffold with person on plank. Never use in front of unlocked doors. ⑧ Never use in poor health or while taking drugs or alcoholic beverages. ⑨ Never leave assembled unit unattended.

OPERACION ① Inspeccionar por daños o partes faltantes, a su recepción y antes de usar. ② No usar si está dañado. Devolver a reparar o desechar. ③ Revisar todas las partes, remaches y tornillos en buen estado para su funcionamiento. ④ Nunca utilizar si faltan piezas. ⑤ Asegurarse que la unidad esté libre de pintura fresca, fango, grasas u otros materiales resbaladizos. ⑥ Proteger a su exposición al fuego o sobrecalentamiento.

CONSTRUCCION ① Montar el andamio de acuerdo a las instrucciones que vienen con el producto. ② Asegurarse de que todos los rodillos estén correctamente instalados y los 4 pines de resorte totalmente accionados y los 4 pines manuales totalmente bloqueados antes de subir. ③ Siempre usar siempre las barandillas cuando la altura del trabajo sea de más de 10 pies. Asegurar las barandillas por medio de los 4 tornillos provisionales incluidos. ④ Para unidades apiladas siempre ubicar travesaños y tablas en el 6 pulgadas inferior de la unidad superior. Una vez asegurados los 4 soportes inferiores, siempre asegurar la estabilización antes de apilar para evitar volcarse. ⑤ No apilar unidades a más de 15 pies de altura máxima y no utilizar 3 o 4 unidades en la base de la estructura. ⑥ Cada unidad de estructura apilada debe incluir 4 soportes inferiores y tablas ubicadas de la siguiente manera: a) Unidad inferior, localizar travesaños y tablas a una e a pie de la posición superior. b) Unidad intermedia, conectar los 4 soportes inferiores y tablas a una e a pie de la posición inferior. c) Unidad superior, localizar travesaños y tablas a una e a pie de la posición deseada.

USO ① Establecer el andamio sobre una superficie firme y plana y asegurar los rodillos antes de subir. ② Acceder a las tablas por medio de los pines de apoyo y pasar por encima de la parte superior de la viga de soporte. No balancearse al intentar acceder a la tabla. ③ Cuando utilizar las barandillas, cerrar y trancar la puerta después de acceder a la tabla. ④ El peso total combinado de las personas y los materiales no deberá exceder la capacidad nominal de la unidad. Nunca sobrepasar el andamio. Nunca dejar caer ni aplicar cargas de impacto al andamio. ⑤ El andamio de metal conduce la electricidad. No utilizar en cualquier lugar donde se pueda hacer contacto con circuitos eléctricos. ⑥ No extenderse, no se debe mover el andamio. El set se debe construir cuando sea posible para evitar volcarse. Nunca subir al andamio desde una escalera a menos que ambos estén seguros desde el movimiento. ⑦ Nunca utilizar el andamio con una persona en la tabla. ⑧ Nunca utilizar el andamio con objetos sueltos acumulados en las tablas. ⑨ Nunca utilizar el andamio con una persona en la tabla. ⑩ Nunca utilizar el andamio con una persona en la tabla. ⑪ Nunca utilizar el andamio con una persona en la tabla. ⑫ Nunca utilizar el andamio con una persona en la tabla.

YEAR OF MANUFACTURE: / AÑO DE MANUFACTURA: 2012 2013 2014 2015 2016 DATE OF MANUFACTURE: / FECHA DE MANUFACTURA: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC



First, inspect the scaffold for proper labeling. Next inspect all scaffold components, including the trusses, which are the supports on the sides of the scaffold. Check all welds and make sure that nothing is bent, broken or damaged. Make sure all moving parts like casters and hand grips move freely. Casters should all be functional. Casters should easily lock into non-spinning position. Louisville scaffold casters are dual locking. They have wheel locks to prevent rolling and swivel locks to prevent swivel. Check the end frame rungs and plywood platforms for any slippery surfaces from oil or grease. All climbing surfaces must be clean and dry. Inspect the plywood platform for any splits or cracks. Any damaged parts must be repaired or replaced before use of the scaffold unit. Once the scaffold has been thoroughly inspected you must then:

I: INSTALL A SAFE STOP ROUTINE

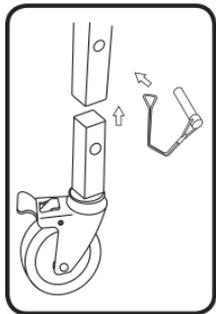
Before you begin setting up or working on a scaffold, make sure the surrounding areas are clearly marked with precautionary tape. Always keep your metal scaffold away from electrical hazards. Failure to read and follow the instructions may result in injuries or death.



**THIS METAL EQUIPMENT IS CONDUCTIVE
DO NOT USE NEAR ELECTRICAL CIRCUITS
SERIOUS INJURY OR DEATH COULD RESULT.**

Next you need to properly set up the scaffold. Remember, once a scaffold is set-up, never leave it unattended.

Align spring pin with selected adjustment hole in end frame, then release spring pin to snap lock into adjustment hole. Install manual pin in hole below spring pin as shown (see Fig. 3)

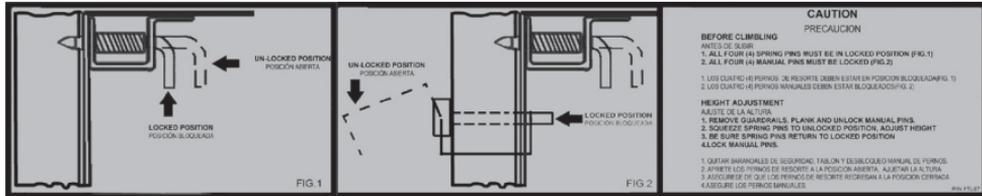


Install manual pin to secure caster in place (see Fig. 4).
Secure platform by rotating platform latch over plywood platform.



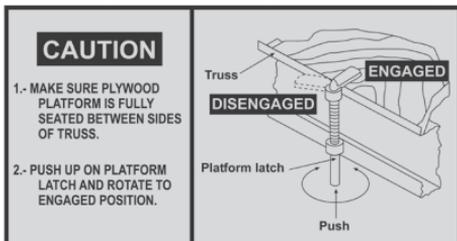
FIG. 3

FIG. 4



Lock all casters from rolling by pressing down on locking tab.

To install guardrails, position bottom posts of guardrail and gate assembly into holder tubes located at each end of truss. Make sure gate swings inward. Insert guardrail pins in holes in post at underside of truss. Position other guardrail and gate assembly to other side of unit in the same manner.



Scaffolds set-up to heights greater than 6 feet require a handrail and an outrigger which makes the footprint of the scaffold wider, to increase the stability as you make the scaffold higher.

Remember, a fully assembled scaffold can be moved on its casters easily. Never move scaffolds with a person on the platform. Move the scaffold to the work area and lock the casters into place before climbing onto unit. Tie off the scaffold to a secure object when possible to prevent tipping. You are now ready to:

M: MOVE SAFELY AS YOU ASCEND & DESCEND THE SCAFFOLD, ALWAYS USING THREE POINTS OF CONTACT ON THE SCAFFOLD AT ALL TIMES.

Before you start climbing, make sure your shoes are clean and provide good traction. Always maintain three points of contact on the way up, or the way down.

You should always face the scaffold as you are climbing. Climb over the end rail and don't swing around the end frame. Keep your hands free when climbing. Heavier or awkward items should be raised by alternative means, such as, pulling them up on a towline, placing them in your tool belt or having them handed up to you.



When you are on the plank, always keep your body within the footprint or outline of the board. Do not overreach or stand on anything else other than the plywood deck. If the job is too high, you probably need to add height to the scaffold. When loading equipment or materials onto the scaffold, do it slowly and carefully to prevent tipping and distribute them evenly. When using guardrails, be sure to close and latch the gate.

B: BE A SAFETY EXPERT – NOT A STATISTIC.

If you have any questions or comments, please contact Louisville Ladder, Inc. at 1-800-666-2811.



C.L.I.M.B.
ACADEMY



ROLLING TOWER SCAFFOLD EVALUATION FORM

(Important: Inspect Equipment Prior To Use)

Company Name _____

Equipment Reference No. _____ Department _____

Size _____ Model No. _____

		YES	NO
End Frames	Loose welds, rust/corrosion, bent, broken	<input type="radio"/>	<input type="radio"/>
Truss Supports	Loose welds, rust/corrosion, bent, broken	<input type="radio"/>	<input type="radio"/>
Hand Grips	Sticky pins, bent hand grips, other	<input type="radio"/>	<input type="radio"/>
Pins (manual/spring)	Bent, missing	<input type="radio"/>	<input type="radio"/>
Casters	Damaged housing/wheel, do not lock, poor rotation	<input type="radio"/>	<input type="radio"/>
Guardrails	Loose welds, rust/corrosion, poor fit	<input type="radio"/>	<input type="radio"/>
Outriggers	Loose welds, rust/corrosion, poor fit, casters damaged	<input type="radio"/>	<input type="radio"/>
General Condition	Presence of rust, corrosion, dirt, other	<input type="radio"/>	<input type="radio"/>
Labels	Missing, illegible	<input type="radio"/>	<input type="radio"/>

ACTION TAKEN:

- Scaffold tagged as damaged - requires repair
- Scaffold destroyed
- Scaffold is in good condition and may be used

Inspector _____ Date _____

ROLLING TOWER SCAFFOLD TEST

Name _____ Date _____

1. The first step to using a scaffold in your workplace is:

- A. Ensuring a safe scaffold set-up
- B. Looking closely, inspecting for damaged or missing parts
- C. Choosing the right scaffold
- D. Moving about the scaffold safely, always maintaining three points of contact

2. When choosing the scaffold you must consider the following:

- A. The scaffold's size
- B. Weight rating of the scaffold
- C. The height of the scaffold
- D. All of the above

3. The height of a scaffold is the distance from the ground to the platform. Scaffolds can be stacked to achieve greater heights. What accessories must be used when stacking a scaffold higher than 10 feet high:

- A. Guardrails
- B. Outriggers at the base
- C. All of the above

4. When inspecting the scaffold, check for:

- A. Damaged, missing or loose parts
- B. Proper labeling
- C. Properly functioning, moving parts
- D. Slippery surfaces
- E. All of the above

5. When setting up the scaffold for use, make sure that the end frames and trusses are firmly attached and that the pins go securely from the truss through the end frame. Once fully assembled never:

- A. Move the assembled scaffold to your workplace
- B. Work with materials like tools on the plywood deck
- C. Leave the scaffold unattended
- D. None of the above

6. Prior to climbing on a scaffold, you should lock the casters to prevent:

- A. Rolling
- B. Caster swivel
- C. All of the above
- D. None of the above

7. How many points of contact with a scaffold should you have when ascending or descending?

- A. 1
- B. 2
- C. 3
- D. 4

8. When using a scaffold always:

- A. Face the scaffold as you climb
- B. Climb over the end rail instead of swinging around
- C. Keep your body within the footprint or out line of the platform
- D. All of the above

ANSWER KEY:
1-C, 2-D, 3-C, 4-E, 5-C, 6-C, 7-C, 8-D

SECTION FIVE – WALK BOARD SAFETY

Louisville Ladder Inc. is pleased to present the C.L.I.M.B. Academy® for aluminum walk boards. As with stepladders and extension ladders, the principles of C.L.I.M.B. still apply:

C. Choose it right. Always have the right aluminum walk board for the job

L. Look for damaged or missing parts.

I. Implement a safe setup routine

M. Move slowly & carefully.

B. Be a safety expert – not a statistic.

C: CHOOSE IT RIGHT. ALWAYS HAVE THE RIGHT ALUMINUM WALK BOARD FOR THE JOB

When choosing an aluminum walk board, there are three main factors to consider:

- Width
- Length
- Load capacity

First of all, only use aluminum walk boards that are manufactured to meet ANSI safety standards, and never use a metal walk board near live electricity.

Aluminum walk boards are used as a component of a scaffold system to create an elevated work surface. They are commonly used with steel frame scaffolds that are built from the ground up, with ladders in ladder type scaffolds, and the working surface for suspended applications known as Swing Stages. The specific application being used will determine the size and load capacity you will need.

Width: Walk boards come in typical widths ranging from 12 inches up to 28 inches. Criteria to consider when selecting the width for your application are:

Tools and materials to be on the walk board, the number of workers on the walk board, space constraints at the work site, and minimum width requirements as dictated by local, state or federal codes.

Length: Aluminum walk boards are available in lengths from 5 to 40 feet. Walk boards are designed to be supported at each end and must overhang the support point at each end by 6 to 12 inches. To determine the length required, add 2 feet to the distance between support points of your scaffold system. An exception to this rule are walk boards designed with hooks on each end for attachment to tubular scaffolds. These boards are available in 7, 8, and 10 foot lengths which are the typical spans used in tubular scaffolding.

Load Capacity: Walk board capacity is stated in terms of “capacity per square foot of working surface”, or in terms of “maximum working load capacity”. Square foot capacities are available in 25, 50, and 75 pounds per square foot, and are considered 1, 2, and 3 person capacity boards respectively. Aluminum walk boards using overall capacity designations are available in 250, 500, and 750 pound capacities and are commonly referred to as 1, 2, and 3 person boards respectively.

To determine the right width and length for your job, you’ll need to evaluate your work environment and the range of movement you’ll need while working. When choosing the load capacity, you must consider the weight of any personnel who will be working on the aluminum walk board plus tools or materials they’ll be using. Aluminum walk boards are available in 250, 500, and 750 pound capacities. Never exceed your aluminum walk board’s load capacity rating.

L: LOOK FOR DAMAGED OR MISSING PARTS

- Look Closely for Damaged or Missing parts.
- Check the deck surface to ensure it isn't damaged or deteriorated.
- Check the entire scaffold support system for damaged or missing components.
- Make sure there are no slipping hazards such as oil, grease or wet paint on the walking surfaces.

Never use an aluminum walk board that is damaged or not functioning properly. If you spot any damage to your aluminum walk board, don't use it. Tag it for repair or dispose of it immediately.

I: IMPLEMENT A SAFE SETUP ROUTINE

To ensure a safe, secure setup for your aluminum walk board, it's good to develop a safe setup routine. First of all, refer to the manufacturer's instructions for the scaffold system used to support your aluminum walk board. This will vary for steel frame scaffolds, ladder scaffolds or suspended swing stage applications. Depending on the type of scaffold system being employed guardrails and/or fall protection is required when elevated surfaces typically exceed 10 feet in height. Check local and federal codes to ensure your set-up is in compliance with all safety regulations.

Metal conducts electricity. Keep away from live electrical circuits.

Never use your aluminum walk board for cantilever applications.

For frame scaffold, and ladder type scaffold applications, check the floor or ground surrounding the work area for any foreign objects or other hazards that may cause instability. Also, inspect the scaffold itself for structural stability. For more information on how to inspect a scaffold system, refer to the scaffold manufacturer's instructions.

For suspended or swing stage applications, make sure the area below is secured and marked with caution tape. Once you've ensured a safe support system, check your work surface to make sure it's level.

M: MOVE SLOWLY & CAREFULLY

To reduce the risk of serious injury, when working on an aluminum walk board, move slowly and carefully, always wearing a hard hat and work boots.

Make sure guardrails and/or other forms of fall protection are used as required by OSHA or local codes.

Never stand on the part of the aluminum walk board that extends beyond the supporting points.

Do not allow unstable objects such as barrels, boxes, tools, construction materials or debris to accumulate on your work surface.

Do not apply impact loads to your aluminum walk board.

Never attempt to use a ladder on an aluminum walk board to gain additional height.

If accessing the walk board from a ladder, ensure both the ladder and the walk board are secured from movement in all directions.

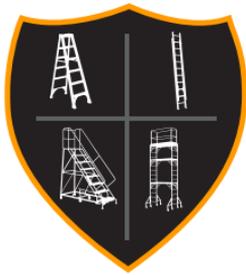
Never ride on a rolling scaffold system when moving to a new location. Remove or secure any materials left on the walk board before moving a rolling scaffold system.

CARING FOR YOUR ALUMINUM WALK BOARD

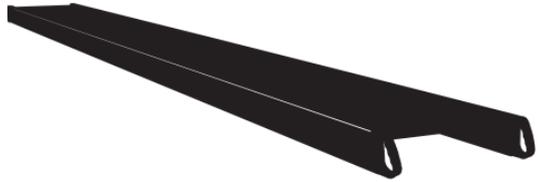
- Never expose your aluminum walk board to excessive heat or corrosive chemicals, as these can weaken its structural integrity, increasing risk of injury. If your aluminum walk board has been exposed to excessive heat, fire or chemicals, destroy it or dispose of it immediately.
- Promptly clean up any spills and do not allow oil, grease or any other slipping hazards to accumulate.
- When you're finished using your aluminum walk board, store it on a support rack. Never store materials on your aluminum walk board.
- Never drop or throw an aluminum walk board, and when transporting, make sure both ends are completely secured.

B: BE A SAFETY EXPERT – NOT A STATISTIC.

For questions, or additional information Call us at 1-800-666-2811 or visit www.louisvilleadder.com



C.L.I.M.B.
ACADEMY



ALUMINUM WALK BOARD EVALUATION FORM

(Important: Inspect Equipment Prior To Use)

Company Name _____

Equipment Reference No. _____ Department _____

Size _____ feet Model No. _____

		YES	NO
Handles	Loose, cracked, bent, missing	<input type="radio"/>	<input type="radio"/>
Deck surface	Bowed, damaged, cracked	<input type="radio"/>	<input type="radio"/>
Web braces	Bent, loose, missing, broken	<input type="radio"/>	<input type="radio"/>
Rails	Bent, damaged, cracked	<input type="radio"/>	<input type="radio"/>
General condition	Presence of rust, corrosion, dirt, other	<input type="radio"/>	<input type="radio"/>
Labels	Missing, illegible	<input type="radio"/>	<input type="radio"/>

ACTION TAKEN:

- Walk board tagged as damaged - requires repair
- Walk board destroyed
- Walk board is in good condition and may be used

Inspector _____ Date _____

ALUMINUM WALK BOARD TEST

Name _____ Date _____

Circle the correct answer.

1. The first step to using an aluminum Walk board in your workplace is:

- A. Choosing the right aluminum walk board.
- B. Looking closely, inspecting for damaged or missing parts
- C. Moving about the aluminum walk board safely, always maintaining three points of contact
- D. Ensuring a safe set-up

2. When choosing the aluminum walk board you must consider the following:

- A. The width of the aluminum walk board
- B. Length of the aluminum walk board
- C. Load capacity of the aluminum walk board
- D. All of the above

3. When inspecting the aluminum Walk board, check for:

- A. Damaged, missing or loose parts
- B. Proper labeling
- C. Deck surface
- D. Slipping hazards
- E. All of the above

4. True or false: It is O.K. to stand with one foot beyond the support point.

- A. True
- B. False

5. Most aluminum walk boards are rated to carry the combined weight of the user and materials in:

- A. 250, 500, 750 pounds
- B. 200, 250, 300 pounds
- C. 500, 750, 900 pounds
- D. 275, 500, 700 pounds

6. Walk boards are designed to be supported at each end and must overhang the support point at each end by:

- A. 5 to 40 inches
- B. 6 to 12 inches
- C. 2 feet
- D. 13 to 28 inches

ANSWER KEY:
1-A, 2-D, 3-E, 4-B, 5-A, 6-B

**TO ORDER MORE MATERIALS,
CONTACT LOUISVILLE LADDER, INC. via <http://www.louisvilleadder.com>.**

VDO-KIT 5 C.L.I.M.B. Academy® Safety Program

Includes: Certificate*, DVD (English, Spanish, and French),
Handbook (English, Spanish*, and French*), and extra evaluation forms*.

*Available as bonus material on the disc accessible via MAC/PC

This handbook is provided in the interest of safety by Louisville Ladder, Inc.

The information and recommendations herein are believed to be true and correct, however, Louisville Ladder Inc. makes no guarantee and assumes no responsibility for any accident, injury, loss, or damage incurred through the use of information provided in this handbook. Other or additional safety measures may be required under particular circumstances, including the selection and use of ladders, which are the sole responsibility of the user.

A ladder may not be the right tool for your job. If you have a question, contact your local ladder distributor.

We make safe ladders... but you make ladders safe™

Copyright © 2012 Louisville Ladder Inc.

All rights reserved by Louisville Ladder, Inc. No part of this handbook or accompanying video may be copied, reproduced, stored in a retrieval system or transmitted in any form by any means, electronic, recording, or otherwise without prior written permission of Louisville Ladder, Inc.



C.L.I.M.B.
ACADEMY



LOUISVILLE.
L A D D E R



LOUISVILLE®

LADDERS TRUSTED BY THE PROS FOR OVER 65 YEARS



C.L.I.M.B. ACADEMY

LOUISVILLE LADDER

7765 NATIONAL TURNPIKE, UNIT 190
LOUISVILLE, KY 40214
WWW.LOUISVILLELADDER.COM
WWW.CLIMBACADEMY.COM
1-(800)-666-2811