



<b>Date: April 10, 2017</b>		<b>FAX or Email THIS SHEET IN TO THE OFFICE AFTER YOUR MEETING!!!</b>	
<b>Project Number#</b>	<b>Job Name:</b>	<b>Person Conducting Meeting</b>	

**Portable Ladders**

It's important when using portable ladders that they are being used correctly.  
 Make sure that the ladder is set up properly. Read the labels to verify that they are not being overloaded.  
 Keep your body within the center of the ladder. Always face the ladder when climbing up &/or down.  
 Do not "walk" a step ladder. Keep a 3-point contact with the ladder. Use a rope to raise &/or lower tools &/or materials.

**Last week's Bonus Question:** Where is the sweeping compound on this jobsite?

**Answer:** The list of employees below answered differently as per the project they were on. Answers were either next to the gangbox or the GC is providing it.

Inspect your equipment (*scaffold, aerial lifts, ladders, fall protection, electrical cords, etc., etc.*) prior to the start of each work shift.

For **inspection packets or repair tags** call Kevin Lake @ (952) 513-9775 to have some delivered to your jobsite.

**Any questions, give Sturg a call (612) 221-8603**

**PLEASE PRINT YOUR NAME**

**(Foreman review sheet, verify crew members names are legible)**


**Visit our website: [www.olympiccompanies.com](http://www.olympiccompanies.com)**

Comments:

**Record to beat 378 days!!!**

**As of April 6, 2017 we have worked 41 days without a Lost Time Injury.  
 We have safely worked 79,404 hours towards our new ATV goal of 150,000 hours!**

Toolbox Talks winner for last week: **Carlos Alvarado @ The Farm, Mike Bleifus @ St. Mary's Bed Tower, Jesse Vadnais & Scott Wylie @ The Landings & George Vang @ HCMC.**

**This week's Bonus Question: Has everyone submitted their RTK paperwork and received their MUG?**

Hint: **See Crew**

**"Building a Safer Place to Work" one week at a time.**

# OSHA QUICK CARD™

## Portable Ladder Safety Tips



Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.



3-Point Contact

- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.

(continued on reverse)