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**Subject:** INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Ladder Safety - To Property & Cleaning Services Colleagues and McSence Contractors

**INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Ladder Safety - To McSence Contractors | Cleaning & Property Services Colleagues**

Good Afternoon,

Hope you are well and reason you have received this email is to increase your awareness of Ladder Safety.

**Purpose / objectives:** This virtual toolbox talk is to increase colleagues' awareness of Ladder Safety and the steps you need to take to protect yourself when using ladders and working at height.

**Company Policy:** Please click on this link for details of the company policy for **Working at Heights Policy:** [Microsoft Word - Working at Heights Policy \(mcsence.co.uk\)](https://mcsence.co.uk/Word-Working-at-Heights-Policy)

**Using a ladder safety toolbox talk to reinforce best practices for ladder safety in the workplace are critical to prevent injuries.**

**Ladder-related incidents led to more than 150 worker fatalities and more than 20,000 nonfatal injuries in a year according to Bureau of Labour Statistics data - it's also likely that ladder injuries are under reported.**

**1. Choosing the Right Ladder For the Job**

Ladder choice is an essential you should cover in your safety talk. What you don't want is workers climbing any old object to accomplish a task at height. Not only does that violate Occupational Safety and Health Administration (OSHA) rules, but it puts all crew members at risk, especially when working at height. If a ladder is necessary, here's what workers should consider before making a final selection:

**2. Ladder Material**

Ladders are typically made from wood, fiberglass, or aluminium. If you're on a construction site, you're better off with a ladder made from aluminium or fiberglass. One of the advantages of aluminium ladders is that they're lighter and easier to manoeuvre around. That makes a big difference when you're walking back and forth between people around a worksite. However, if you're working in a place with electrical sources, you'd be better off with a fiberglass ladder since they don't conduct electricity.

**3. Ladder Height**

Next, you want to make sure that the ladder is tall enough for the task at hand. It's better to have a ladder that's the correct height versus trying to make do with whatever ladder you can locate. If you're going to use an extension ladder, pick one that goes at least seven feet higher than the maximum contact point. That way, your workers can set the ladder up at the correct angle. If you're using a stepladder, the reach height should be four feet above the height of the stepladder in use.

**4. Ladder Duty Rating**

Make sure that a ladder can hold any necessary weight by checking its duty rating. Any ladder used on a worksite should have a sticker highlighting its duty rating attached to the side. In addition, workers should account for factors like body weight, clothing, protective equipment, and any tools they will have with them while using the ladder.

**5. Setting Up a Ladder**

Before setting foot on the ladder, check it over for any structural defects like:

- × Broken or missing rungs
- × Cracked side rails
- × Corrosion of components

× Other defective components

**If you notice any issues that could impact the safety of workers, remove the ladder from the worksite and have it sent for repair or disposal. You don't want anyone using a ladder that could lead to a serious injury or even death.**

Workers should set ladders up in places where there isn't a lot of traffic. However, if it's a busy site, they should set up barricades that prevent anyone from accidentally jostling them while using a ladder.

Colleagues must position ladders at an angle most conducive to providing them with stability as they finish the task at hand. The rule for extension ladders is to set the base 1 foot away from a structure for every four feet of ladder height. That way, workers can achieve a 75-degree working angle.

Make sure your colleagues understand the importance of setting up ladders on a level, stable surface. If that's hard to do, they should use a levelling device instead of stacking objects beneath the ladder legs.

### **6. Working on a Ladder**

Another point to note in a ladder safety virtual toolbox talk is how to handle working on a ladder. Colleagues should maintain three points of contact while working on top of a ladder. They can achieve using body parts like the hands, knees, and feet. In addition, crew members should face the ladder whenever they climb up and down.

Workers should never stand any higher on a stepladder than two steps down from the top. For an extension ladder, they should never go higher than four rungs from the top. In addition, colleagues should avoid using ladders if the current weather conditions include rain, strong winds, or the possibility of lightning.

Position step stools as close as possible to the object the worker needs to reach. A worker can tell whether a step stool is suitable for the job by how much they must strain to reach an object. If the crew member is constantly on their toes, they should switch to a ladder.

Finally, never lean or reach away from the ladder while using it.

**As you can see, there's a lot to consider when it comes to ladder safety, even for the most experienced construction professionals....**

Please also see the links below for more HSE & company information...

**HSE WEBSITE – see links below:**

- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>
- HSE – Lifting Equipment at Work <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work –<http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Needlestick - [Sharps injuries - What you need to do \(hse.gov.uk\)](http://www.hse.gov.uk/pubns/indg143.htm)
- HSE – Painting & Coatings [Frequently asked questions – Paint and coatings \(hse.gov.uk\)](http://www.hse.gov.uk/pubns/indg455.pdf)
- HSE – Slips, Trips & Falls <http://www.hse.gov.uk/toolbox/slips.htm>
- HSE – Working at Height/Ladders <http://www.hse.gov.uk/pubns/indg455.pdf>

**STAFF ZONE** is our bespoke intranet for McSence colleagues with company information in one place where you if you click this link [McSence | Home | McSence](#) or scan the barcode below, then enter passcode is [staffzone123](#) it will take you to the following company **StaffZone**

- Company Handbooks [McSence Handbooks | McSence](#)
- Company Policies: [McSence Policies | McSence](#)
- Health & Safety: [McSence Health & Safety Information | McSence](#)



Any feedback is most welcome and going forward we will be sharing more of this information on a regular basis.

*Warmest regards, Martha*

**Martha Convie**

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