

Toolbox Talk Template - Sample (Ladder Safety)

Topic:

Ladder Safety

Date:

2025-08-01

Location:

Warehouse Loading Dock

Presented By:

John Smith, Safety Supervisor

Attendees:

12 (Signed attendance sheet attached)

Discussion Summary:

- All ladders must be inspected before each use.
- Always maintain three points of contact while climbing.
- Do not use metal ladders near electrical sources.
- Avoid standing on the top two steps of a ladder.
- Secure ladders properly to prevent slipping or tipping.
- Do not exceed the maximum load rating of the ladder.
- Ensure the area around the base is clear of obstacles.

Action Items:

1. Replace damaged aluminum ladder (Asset ID: LDR-21).
2. Conduct refresher training on ladder safety by 2025-08-07.
3. Post ladder usage checklist at access points.

Remarks:

- Workers raised concerns about broken rungs on two older ladders.
- Maintenance to be informed and replace or repair immediately.
- Suggest including ladder inspections in pre-shift checklists.