

TOOLBOX TALK — LADDERS AND STEPLADDERS

TOOLBOX TALK

Five to ten minutes at the workplace, spoken by the supervisor, recorded below — and two-way, or it is not a talk

KD-TBT-LA-002 Rev A0

WHY THIS TALK: Ladders are legal and everywhere — and they are still how a huge share of serious falls happen, because "it is only a ladder" is exactly when the checking stops.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

2 THE POINTS TO MAKE — TICK AS COVERED, IN YOUR OWN WORDS

A ladder is for short-duration, light work with three points of contact — if you need both hands up there for long, it is the wrong kit

Check before use: stiles, rungs, feet, locking bars — a damaged ladder is destroyed or tagged out, not left for the next person

Ground and angle: firm, level base; one out for four up; secured — tied, footed or against a stop

Top three rungs are not a workplace; a stepladder is not a seat and its top cap is not a step

Never side-load a stepladder — face the work; move the ladder rather than reach

Metal ladders and overhead or live electrics do not share a task

Three points of contact going up and down — tools go up on a lanyard or a line, not in your hand

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Who checked the ladder you used most recently, and what would fail it?
- What jobs this week are actually too long or too heavy for a ladder?
- Where is the tag or the process for taking a damaged ladder out of use here?

WHAT THE CREW RAISED, AND WHAT HAPPENS ABOUT IT

4 WHO WAS THERE

NAME	COMPANY	SIGNATURE

RECORD COMPLETED BY

SIGNATURE

DATE

FILED WHERE

TOOLBOX TALK — LADDERS AND STEPLADDERS

continued

TOOLBOX TALK

KD-TBT-LA-002 Rev A0

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-31	first-issue	First issue.	— not yet approved —
D1	2026-08-31	review	Reviewed against the internal H&S director's batch findings; no change to this document.	— not yet approved —
A0	2026-08-31	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.