

S.T.E.P. UP

TO A SAFER WORKPLACE

SAFETY TRAINING & ENGAGEMENT PROGRAM
CERTIFICATE SERIES

P.L.A.N. to STEP UP Your Safety Programs!

OUR WEBINAR WILL BEGIN SHORTLY



S.T.E.P. UP

TO A SAFER WORKPLACE

SAFETY TRAINING & ENGAGEMENT PROGRAM
CERTIFICATE SERIES

P.L.A.N. to STEP UP
Your Safety Programs!

WELCOME!



TODAY'S PRESENTER

Jason Rozar
Manager, Risk Management Services



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TO A SAFER WORKPLACE

SAFETY TRAINING & ENGAGEMENT PROGRAM
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“S.T.E.P. UP” CERTIFICATE SERIES

Safety Training & Engagement Program

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TO A SAFER WORKPLACE

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S.T.E.P. UP | Certificate Series

TO A SAFER WORKPLACE

1

STEP UP To Safety Management

2

Do “MORE” to STEP UP Your Safety Programs!

3

STEP UP your Accident Investigations

4

STEP UP to a Better Safety Culture

5

“P.L.A.N.” to STEP UP Your Safety Programs



S.T.E.P. UP | Certificate Series

TO A SAFER WORKPLACE

Your STEP UP Safety Certificate

- Last of our STEP UP series
- Complete all 5 STEPS
- Receive your “S.T.E.P. UP Safety Training & Engagement Program” Certificate!



Topics

The 4 STEPs to “P.L.A.N.”

- Prepare
- Learn
- Act
- Note

A high-angle photograph of an industrial facility. Three workers wearing white hard hats and high-visibility yellow safety vests are visible. One worker is in the upper center, facing away from the camera. Two other workers are in the lower right, looking towards the center. The environment is filled with complex machinery, pipes, and metal structures. A yellow storage bin is visible on the right side. The overall scene is brightly lit, typical of an industrial setting.

THE NEED FOR STEP UP SAFETY PROGRAMS

Proactive programs to
promote safe behaviors

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Safety Programs

- Detail specific behaviors for tasks
- Communicate safe procedures
- Bring Safety Vision roadmap to life

Roadmap for Leading Safety Vision



From
Module 1

Without Safety Programs?

When we don't have preventative programs in place, we're "chasing safety!"

CHASING SAFETY

RESPONSIVE

PREVENTIVE





THE 4 STEPS TO P.L.A.N.

Improving safety
programs

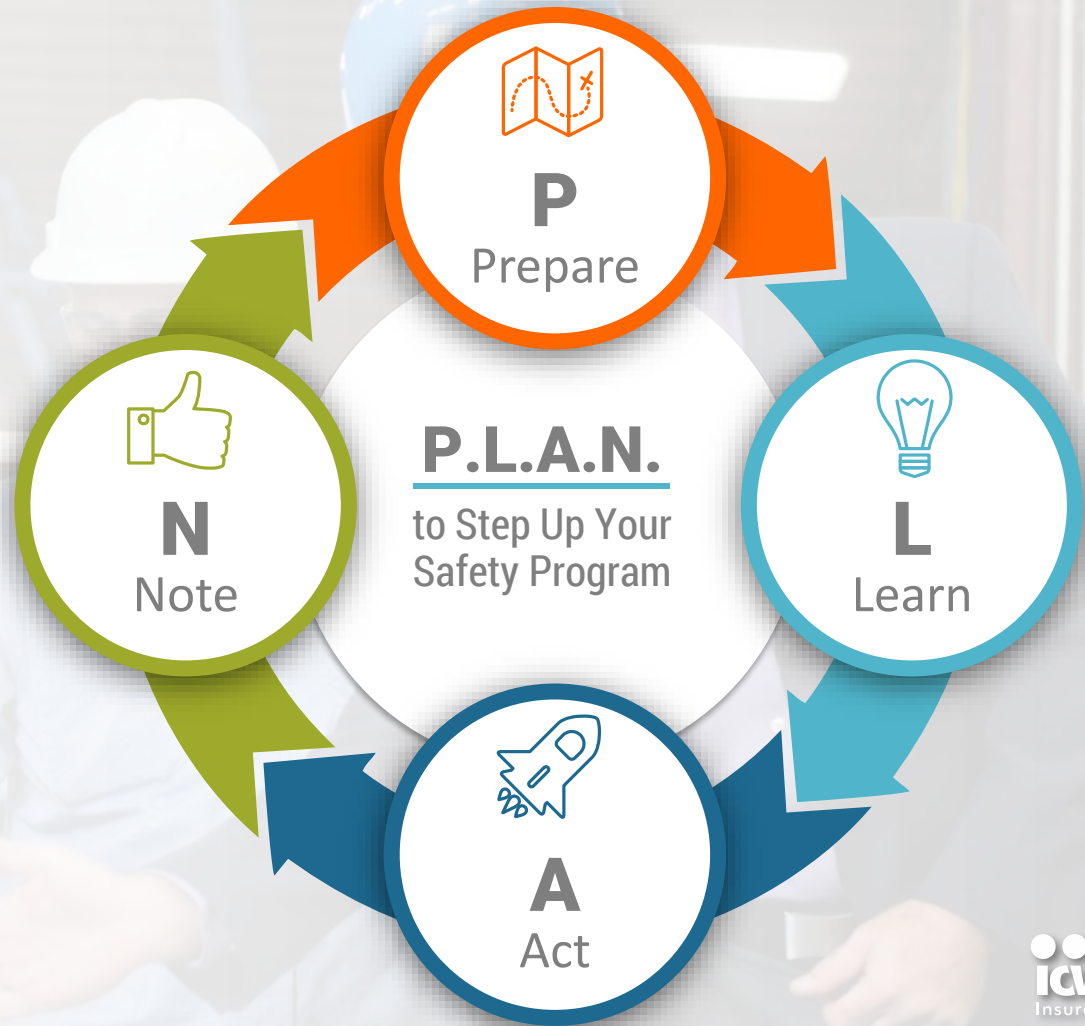
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What is P.L.A.N.?

4 Simple Steps
to STEP UP your
Safety Programs





P = Prepare

Strategize your approach to include safety

1) Identify goal

- What is the final result?
- How will it align to your safety vision?
(1. STEP UP to Safety Management)
 - *Reduce the amount of ladder related accidents & near misses by 45%*
 - *Observe ladders being used correctly and safely by workers*
 - *Spot check maintenance records and labels*

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S.T.E.P. UP TO A SAFER WORKPLACE

P = Prepare

To begin, think about what you want to achieve and strategize your approach to include safety!

State your Goal:
What is the final result you wish to achieve? How will it align to your safety vision?

Map out your details:
Who will do what? How will it be achieved? Define safety importance and decide performance measurements, which includes safety goals.

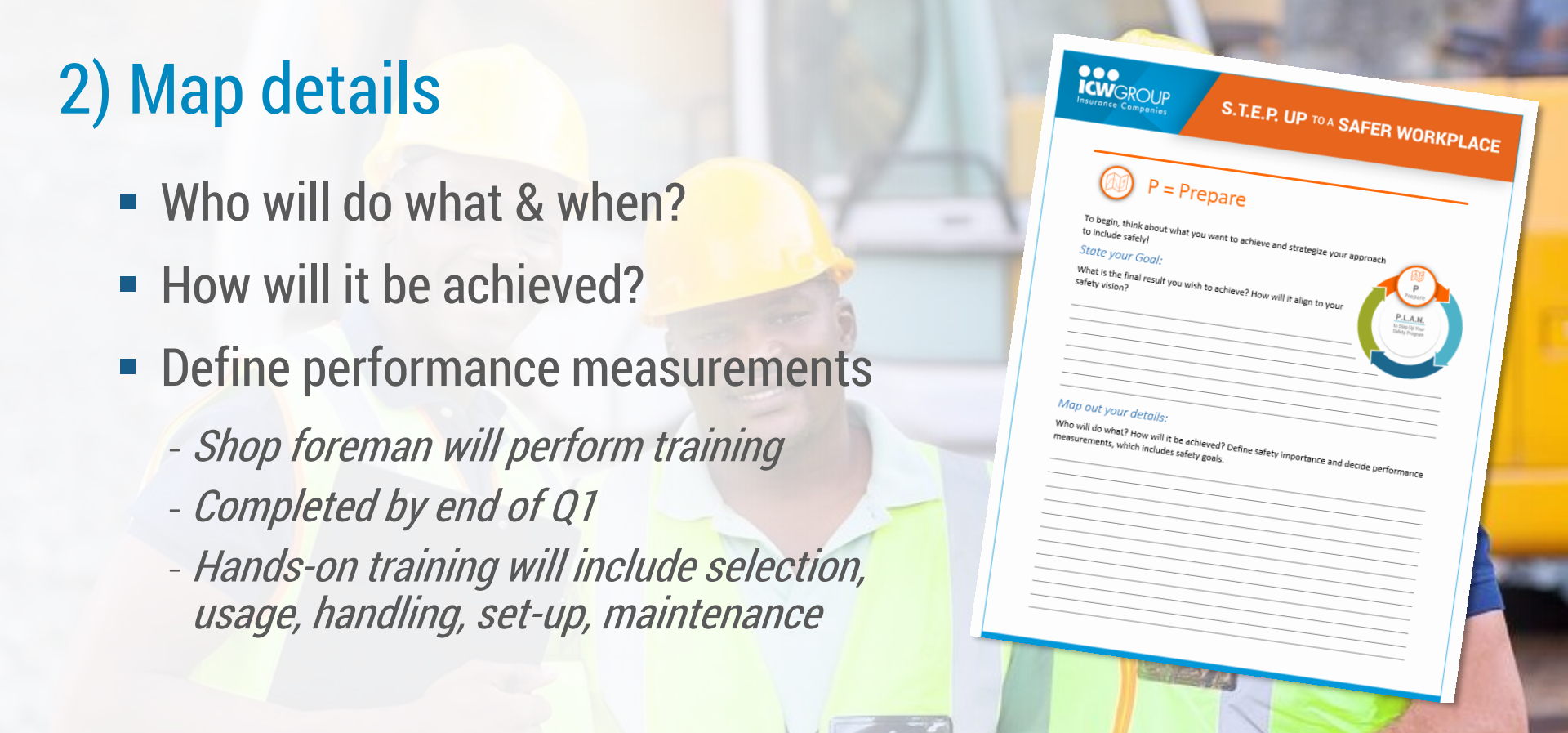
P.L.A.N.
to Step Up Your Safety Program



P = Prepare

2) Map details

- Who will do what & when?
- How will it be achieved?
- Define performance measurements
 - *Shop foreman will perform training*
 - *Completed by end of Q1*
 - *Hands-on training will include selection, usage, handling, set-up, maintenance*



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S.T.E.P. UP TO A SAFER WORKPLACE

P = Prepare

To begin, think about what you want to achieve and strategize your approach to include safety!

State your Goal:
What is the final result you wish to achieve? How will it align to your safety vision?

P.L.A.N.
to Stay on Your Safety Program

Map out your details:
Who will do what? How will it be achieved? Define safety importance and decide performance measurements, which includes safety goals.



P = Prepare

3) Assess risks at your company

- What could cause harm?
- How will risk be managed – types of controls needed?
- Priorities and biggest risks?
 - Falls from misuse, poor support, poor maintenance, wrong ladder
 - #1 injury results from ladder selection
 - #2 injury is from poor support

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S.T.E.P. UP TO A SAFER WORKPLACE

Assess the risks:
What could cause harm? How will risk be managed? What are the priorities and biggest risks?
Outline the types of controls needed.

Prepare for the Unplanned:
What if someone is injured? Anticipate emergencies and other impacts. Remember to plan for annual changes and legal requirements that may apply.

Plan helpful reminders:
Think about constant reinforcements and reminders. What would encourage your culture of safety? Signage, posters, tailgate meetings, morning stand-ups, safety meeting, other?



P = Prepare

4) Plan helpful reminders

- Signage, posters
- Tailgate meetings
- Morning stand-ups
- Safety meetings
- More...



P = Prepare

5) Prepare for unplanned

Anticipate emergencies

- What if someone is injured?
- Include changes, annual updates, and legal requirements
 - *Our emergency procedures include...*
 - *Maintenance performed every X months*
 - *Ladders labeled with last check-date*
 - *Review legal requirements X months*

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S.T.E.P. UP TO A SAFER WORKPLACE

Assess the risks:
What could cause harm? How will risk be managed? What are the priorities and biggest risks?
Outline the types of controls needed.

Prepare for the Unplanned:
What if someone is injured? Anticipate emergencies and other impacts. Remember to plan for annual changes and legal requirements that may apply.

Plan helpful reminders:
Think about constant reinforcements and reminders. What would encourage your culture of safety? Signage, posters, tailgate meetings, morning stand-ups, safety meeting, other?



P = Prepare



L = Learn

Educate everyone in the safe approach

Train and Instruct

Remember to “Do MORE!”
(2. Do “MORE” to STEP UP Your Safety Program)

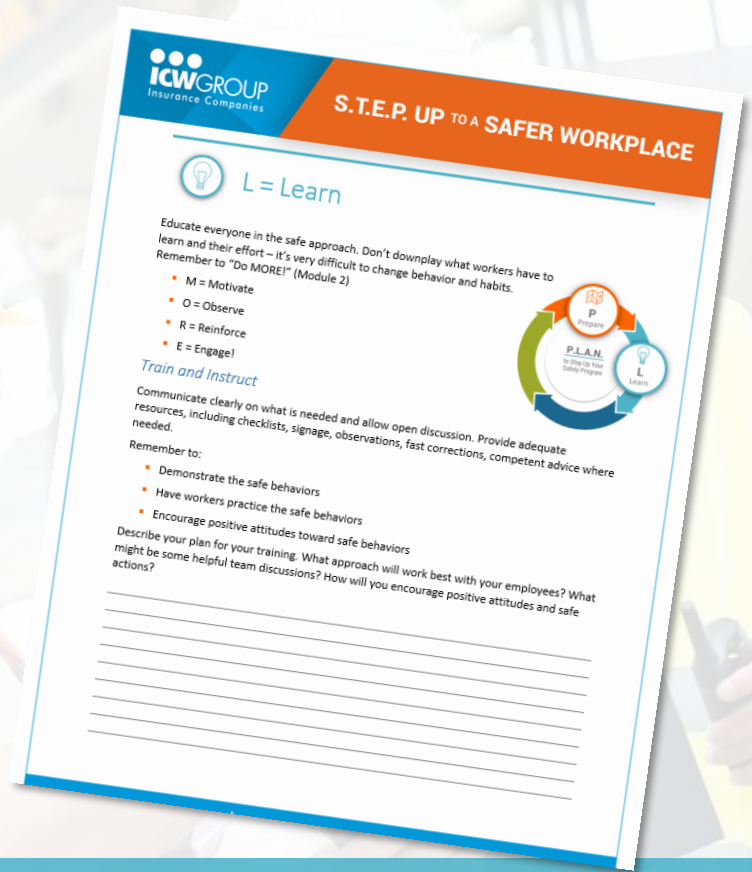
- M = Motivate
- O = Observe
- R = Reinforce
- E = Engage!



L = Learn

Train and Instruct

- Communicate what's needed
- Allow discussion
- Demonstrate safe behaviors
- Practice safe behaviors
- Encourage positive attitudes
- Provide adequate resources



L = Learn

Formulate lesson plans

Include:

- Training objective for lesson
- What instructor will do
- What learner will do
- Results and validation
- Names and dates for record



L = Learn

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S.T.E.P. UP TO A SAFER WORKPLACE

Lesson Plan Templates

Using the previous example as a model, complete the following template to create your lesson plans for your training program.

| Training Objective | Instructor Action | Learner Action | System, Tool, machine results | Checked |
|--|--|---|---|-----------------------------------|
| Define what learner will be able to do after this | Describe step-by-steps what is presented or demonstrated | Indicate what the learner is expected to do or complete | Explain the results of action – what does this look like? | Validate via observation or other |
| By completion of this lesson, learner will be able to... | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Learners: | Names | Signatures | | Date |
| | | | | |
| | | | | |
| | | | | |



A = Act

Complete the task at hand, safely!

Putting into ACTION

- Enact program!
- Taking preventive and protective measures
- Providing maintained tools and equipment
- Supervise to ensure correct approach is followed



A = Act

Motivate / Observe / Reinforce / Engage

- Motivate all to be a Safety Coach!
(2. Do “MORE” to STEP UP Your Safety Program)
- Watch for small trends that could cause bigger issues
- Reinforce and encourage safe behaviors immediately



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BE A SAFETY COACH

As a manager or supervisor, one of your most important roles is retaining talented employees. Retention is a challenge for nearly every organization. Although it may seem impossible to perfect a retention strategy, employee recognition programs and coaching can often make a dramatic improvement in safety performance, productivity and morale. Here are a few simple tips:

- 1 Provide regular feedback.**
 - Don't wait for formal reviews to talk to employees about safety performance or their productivity.
 - Schedule a regular time to meet with each employee, typically between once a week and once a month.
- 2 Address unsafe behaviors and poor work performance when you see it.**
 - Failure to address unsafe or unproductive behaviors perpetuates performance problems and forces other employees to accept or compensate for poor performing team members.
 - Tell employees who are working in an unsafe manner or those who are not meeting expectations that they are falling short of the requirements of the job.
 - Remind employees of the specific consequences that will arise if there is not improvement in their performance.
- 3 Differentiate employees.**
 - Remember not all employees have the same knowledge, skill or ability or performance level.
 - Provide specific guidance and coaching based on each individual's performance.
 - Recognize that anyone not working safely can create risk for others!
- 4 Recognize safety performers.**
 - Give positive feedback for safe work performance.
 - Recognize talented employees that may encourage others to improve their performance, and make employees working safely feel appreciated for their efforts.
 - Feedback can elevate your workforce to new levels of safety performance and productivity and at the same time, help retain your best staff members.

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A = Act

Remember reinforcement (M.O.R.E.)

Reinforcement must be timely

- Retrain when needed, coach to persuade right behavior

Be Consistent

- Document rules, make them easy to understand, everyone plays from same gamebook



A = Act

Remember reinforcement (M.O.R.E.)

Be specific and meaningful

- Be sure behaviors you're targeting are specifically for safety to attain the best results

Be Sincere

- Deliver authenticity and walk the talk, don't deliver "lip service"



A = Act

Tips to Promote Safe Behavior

- Add signage and posters
- Encourage buddy system (you watch out for me, I watch out for you)
- Engage employees in safety activities to foster culture!



7 Tips to Promote Safe Behavior

PROMOTE SAFE BEHAVIORS AND A SAFE ENVIRONMENT IN YOUR WORKPLACE.

- 1. Involve employees in the identification and correction of hazards.**
Have employees participate in the development of job hazard analyses (JHAs), which should include critical behaviors and hazards.
- 2. Audit your operation periodically.**
Audit your operation to assure compliance with OSHA regulations and industry standards like ANSI. Perform detailed walk-through surveys of your work area and your entire workplace (if possible).
- 3. Conduct safety observations to encourage safe behaviors.**
This can include supervisory or peer-to-peer safety observations after employees received training on how to perform them.
- 4. Give recognition to employees.**
Reinforce proper safety behaviors by giving recognition to employees who perform tasks safely.
- 5. Ensure proper training to build awareness of "critical behaviors" for each task.**
Training should be conducted immediately following any significant modifications to any job task. Perform refresher training at employee meetings to assure all employees receive the same training.
- 6. Make sure appropriate controls are in place and operations.**
Periodic inspection and maintenance are critical to a safe work environment.
- 7. Investigate every incident and near miss.**
Investigate for root causes, communicate the findings and correct any deficiencies. If any safety procedure is difficult to follow, modify the task so that employees are not tempted to break the rules and work unsafely.



A = Act



N = Note Results

Review what worked, what didn't, how to improve, and celebrate success!

Review and measure performance

- Were plans implemented correctly?
- Note feedback from everyone
 - What did they observe?
 - Were shortcuts taken?
 - Could improvements be made?



N = Note

Did everyone help others?

(4. STEP UP to a Better Safety Culture)



N = Note

Take formal assessment

- How well were risks controlled?
- Audits may be useful
- Investigate all causes of accidents, incidents AND near misses
(3. STEP UP Your Accident Investigations)

The image shows two overlapping copies of the 'STEP UP TO A SAFER WORKPLACE Accident Investigation Form' from ICWGROUP Insurance Companies. The forms are tilted and show various sections for reporting an accident, including employee details, injury description, and investigation steps.

Step 3: Conduct Investigation - Also see 'Unsafe Workplaces'

Unsafe workplace

- Inadequate guarding
- Unguarded equipment
- Defective safety device
- Defective equipment
- Unsafe workstation layout
- Unsafe lighting
- Inadequate ventilation
- Lack of needed PPE
- Unsafe clothing
- Poor equipment maintenance

Other unsafe issues

Why did unsafe issue exist?

Was the unsafe issue reported?

Have there been similar incidents?

Detail the events that led to the incident:

Step 4: Prevent Recurrence

What changes were made?

- Guard the equipment
- Redesign
- Provide training
- Perform maintenance
- Other

Plan to prevent recurrence:

Report completed by: _____

Title: _____ **ID#:** _____

Department: _____ **Date:** _____

Report type: Death Lost time Dr. Visit First aid Near miss

Employee Supervisor Safety committee Safety manager Other

Step 1: Injured employee (complete this part for each injured employee)

Employee name: _____

Date of birth: _____

Gender: Male Female Non-disclosed

Area of body injured:

- Eye
- Face
- Shoulder
- Upper arm
- Elbow
- Wrist
- Thumb
- Hip
- Thigh
- Knee
- Lower leg
- Foot
- Head
- Neck
- Upper back
- Lower back
- Hand
- Finger
- Ankle
- Toe

Job title: _____

Department: _____

Original hired date: _____

Time in current job: _____

Shift hours: start _____ end _____

Job category: Full time Part time Seasonal Temporary

Injury description: _____

Step 2: Incident description

Location occurred: _____

Incident Date/Time: _____

Part of workday: Regular time Overtime Entering work Leaving work On lunch/break On break

Time reported: _____

Other (describe): _____

PPE worn at time of incident:

- Safety glasses
- Safety goggles
- Face shield
- Sound protection
- Hard hat
- Bump cap
- Respirator
- Welding hood
- Steel toe shoes
- Slip resistance
- Fall protection
- Gloves
- Other (describe): _____

Equipment involved: _____

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N = Note

Get to the root causes

- Dig deep to understand root cause (3. STEP UP Your Accident Investigations)
- Learn from incidents and relevant employee experiences
- Revisit plans, policy documents and risk assessments to see if they need updating

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Insurance Companies

STEP UP TO A SAFER WORKPLACE
Root Cause Investigation Form

Dig deep to get to the cause. ID# _____
Complete to uncover the root cause of incidents and accidents. Review the possible corrective actions and add your own plan.

| Yes? | # | Section Description | Possible corrective actions | Your plan |
|--|-----|--|---|-----------|
| <input type="checkbox"/> | | Part 1 – Equipment was a contributing factor. | | |
| <i>If you completely skip entire sections for Part 1, Circle</i> | | | | |
| <input type="checkbox"/> | 1.1 | Defect in equipment, tool, material contributed to hazardous conditions. | Review procedures to inspect, report, maintain, repair, replace, & recall defective equipment. | |
| <input type="checkbox"/> | 1.2 | Hazardous condition was recognized but not reported. | <ul style="list-style-type: none">• Train employees & stress individual accountability.• Review job procedures for hazard recognition and avoidance. | |
| <input type="checkbox"/> | 1.3 | Inspection procedure not in place to detect hazardous conditions. | <ul style="list-style-type: none">• Develop & adopt procedure to detect hazardous conditions.• Conduct tests regularly. | |
| <input type="checkbox"/> | 1.4 | Existing inspection procedure did not detect hazardous conditions. | Review, improve procedures. | |
| <input type="checkbox"/> | 1.5 | The incorrect equipment, tool or material was used. | Specify correct equipment, tool or material in job procedures. | |
| <input type="checkbox"/> | 1.6 | Correct equipment, tool or material not readily available. | <ul style="list-style-type: none">• Provide correct equipment, tools, or material.• Review purchasing specs, procedures. | |
| <input type="checkbox"/> | 1.7 | Employees didn't know where to obtain equipment, tools or material required for the job. | <ul style="list-style-type: none">• Review procedures for storage, access, delivery or distribution.• Review job procedures for obtaining equipment, tools and material. | |
| <input type="checkbox"/> | 1.8 | Substitute, incorrect equipment, tools, materials used. | <ul style="list-style-type: none">• Provide correct procedures, equipment & material.• Warn against substitutions. | |

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1



N = Note

Note Actions to Improve

Take action on lessons learned:

- Observations
(2. Do “MORE” to STEP UP your Safety Program)
- Audits
- Inspection reports



S.T.E.P. UP TO A SAFER WORKPLACE

Note Actions to Improve Template

Use this easy to apply template to formulate your PLAN of action to improve the areas of opportunities you uncovered!

Note Actions to Improve

Noted improvement area: _____

Solution: _____

| Task Description | Person Responsible | Start date | Target date | Progress |
|------------------|--------------------|------------|-------------|----------|
| | | | | |
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| | | | | |



N = Note

Note Success!

Celebrate success and drive home to culture
(2. Do "MORE" to STEP UP your Safety Program)

90%

of workers say
recognition improves
employee
engagement



N =

P.L.A.N.

4 Simple Steps
to STEP UP
YOUR Safety
Programs



Ladder Safety

Let's use Ladder Safety as the example program!



Alarming ladder trends

164,000

emergency room-treated injuries

300

deaths in the U.S.



Source: World Health Organization

Alarming ladder trends

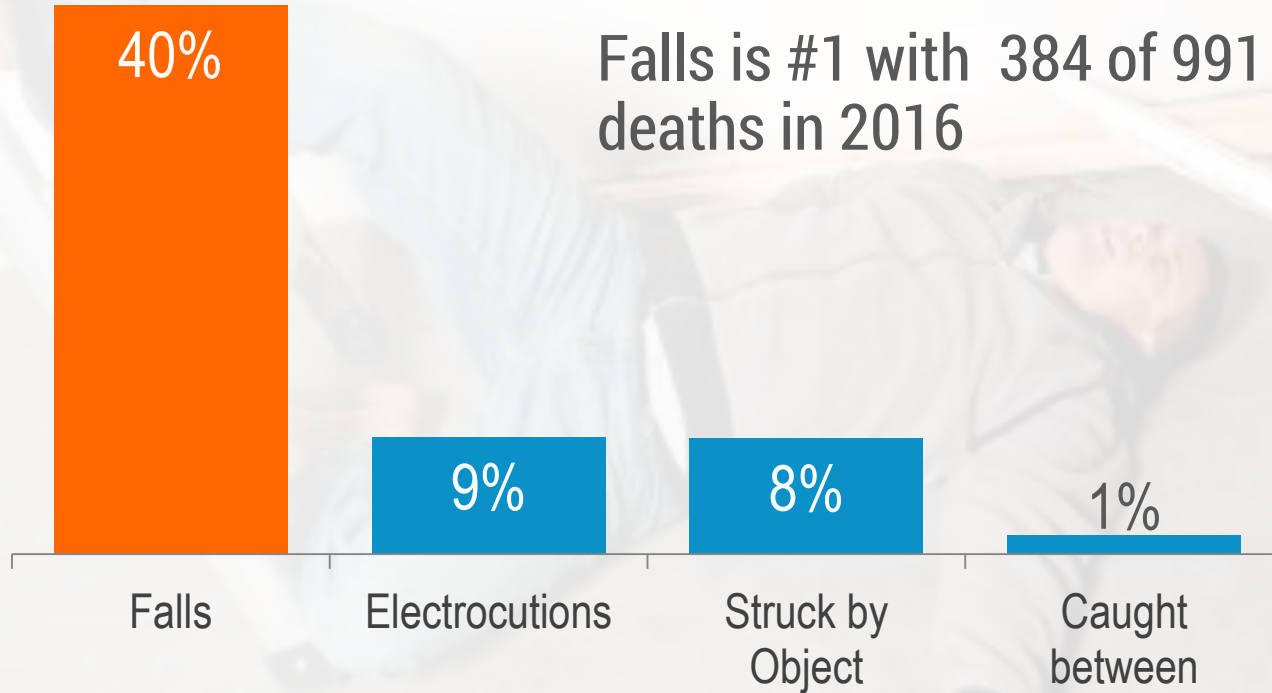
Ranked #7 in OSHA violations 2017

Most ladder deaths are from falls of

less than 10 feet!



Construction's "Fatal Four"



Source: OSHA 2016

P = Prepare: Ladder Safety

- What's my goal?
- Who will do what and when
- Achieved
- Assess
- Managed

Ladder Safety Checklist
Inspect for defects

Check every ladder before you use it. Remove and discard any ladders identified as needing repair, unless repaired with manufacturer-approved methods.

GENERAL

- Side rails are in good condition
- Steps or rungs are tight and can't be wiggled by hand
- Nails, screws, bolts and other metal parts in good condition
- Uprights, braces and rungs are in working order
- Ladder is free from oil, grease or slippery materials
- Non-slip bases or feet are in good condition

STEP LADDERS

- Not wobbly or loose

LADDER INSPECTION FORM
Inspect each ladder regularly

Type: Extension Step Construction: Wood Metal Fiberglass Ladder # _____ Location: _____ Year: _____

IMPORTANT: Remove and discard any ladders identified as needing repair, unless repaired with manufacturer-approved methods.

| Inspected By | Date | Date repaired/Repaired By | | | | | |
|--|------|---------------------------|--------------|----|--------------|----|--------------|
| | | OK | Needs Repair | OK | Needs Repair | OK | Needs Repair |
| GENERAL | | | | | | | |
| Side rails are in good condition | | | | | | | |
| Steps or rungs are tight and can't be wiggled by hand | | | | | | | |
| Nails, screws, bolts and other metal parts in good condition | | | | | | | |
| Uprights, braces and rungs are in working order | | | | | | | |
| Ladder is free from oil, grease or slippery materials | | | | | | | |
| Non-slip bases or feet are in good condition | | | | | | | |
| STEP LADDERS | | | | | | | |
| Not wobbly or loose (i.e. won't wobble from side-to-side) | | | | | | | |
| Hinges, spreaders and stop aren't loose or broken | | | | | | | |
| All steps are in good condition | | | | | | | |
| Ladder does not exceed 20 feet in height | | | | | | | |
| EXTENSION LADDERS | | | | | | | |
| Extension locks are not loose, broken or missing | | | | | | | |
| Locks seat properly while extended | | | | | | | |
| Pulley, rung locks and rope are in good condition | | | | | | | |
| Single section ladders don't exceed 30' in length | | | | | | | |
| 2-section ladders don't exceed 48' for metal, 62' for wooden | | | | | | | |

Inspected by _____ Date _____
OK Needs Repair OK Needs Repair OK Needs Repair

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P = Prepare

L = Learn: Ladder Safety

- Training objective for lesson
- What instructor will do
- What learner will do
- Results and validation
- Names and dates for record



L = Learn

Lesson Planning Example

The following is an example of how the lesson plan template can be used.

| Training Objective | Instructor Action | Learner Action | System, Tool, machine results | Checked |
|--|--|---|---|-----------------------------------|
| Define what learner will be able to do after this | Describe step-by-steps what is presented or demonstrated | Indicate what the learner is expected to do or complete | Explain the results of action – what does this look like? | Validate via observation or other |
| By completion of this lesson, learner will be able to... Select the correct stabilizer and stabilize a 24-foot ladder so it is firmly stable and can be used safely | 1) The stand-off stabilizer tools is shown, need is explained, and results of not using one is clarified | Discuss why a stabilizer is needed and what may happen if not used | When given the scenario, the correct stabilizer is identified | KC |
| | 2) The selection method is explained | Discuss the various reasons certain stabilizers are selected Practice selecting the correct one with given scenarios | The correct stabilizer is selected | KC |
| | 3) The mounting of the stabilizer is demonstrated on roof eave, side of building, etc. | Practice mounting the stabilizer on various scenarios, including roof eave and side of building | Stabilizer is correctly mounted Ladder is safe to use | KC |
| Learners: | Names | Signatures | | Date |
| | John Smith | <i>John Smith</i> | | 12/20/18 |
| | Jane Doe | <i>Jane Doe</i> | | 12/20/18 |
| | | | | |
| Instructor: | Kevin Costner | <i>Kevin Costner</i> | | 12/20/18 |

A = Act: Ladder Safety

Assess needs:

- Is a ladder the correct tool?
- Will I work at height for long periods?
- Do I need to hold heavy tools?
- Would ladder become unstable?
- Requires reaching beyond side rails?



A = Act

A = Act: Ladder Safety

Create environment for success:

- Provide the right ladders for the job and they are readily available
- Conduct ladder safety observations
- Reinforce positive behaviors
- Conduct formal ladder inspections



A = Act

A = Act: Ladder Safety

Remember to:

- Use safety checklists
- Perform maintenance
- Observe actual use
- Provide guidance

ICWGROUP Insurance Companies **LADDER INSPECTION FORM**
Inspect each ladder regularly

Type: Extension Step Construction: Wood Metal Fiberglass Ladder # **28** Location: **LA** Year: **2018**

IMPORTANT: Remove and discard any ladders identified as needing repair, unless repaired with manufacturer-approved methods.

| Date | 12/20 | 12/30 |
|---------------------------|------------------|----------|
| Inspected By | J. Smith | J. Smith |
| Date repaired/Repaired By | 12/21 / A. Moore | |

| GENERAL | OK | Needs Repair | OK | Needs Repair |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Side rails are in good condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Steps or rungs are tight and can't be wiggled by hand | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nails, screws, bolts and other metal parts in good condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Uprights, braces and rungs are in working order | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ladder is free from oil, grease or slippery materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-slip bases or feet are in good condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| STEP LADDERS | OK | Needs Repair | OK | Needs Repair |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Not wobbly or loose (i.e. won't wobble from side-to-side) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hinges, spreaders and stop aren't loose or broken | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All steps are in good condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ladder does not exceed 20 feet in height | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| EXTENSION LADDERS | OK | Needs Repair | OK | Needs Repair |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Extension locks are not loose, broken or missing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Locks seat properly while extended | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pulley, rung locks and rope are in good condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Single section ladders don't exceed 30' in length | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2-section ladders don't exceed 48' for metal, 60' for wooden | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

LADDER INSPECTION
I.D. NO.
DATE BY DATE BY

Ladder Safety Checklist
Inspect for defects

Check every ladder before you use it. Remove and discard any ladders identified as needing repair, unless repaired with manufacturer-approved methods.

GENERAL

- Side rails are in good condition
- Steps or rungs are tight and can't be wiggled by hand
- Nails, screws, bolts and other metal parts in good condition
- Uprights, braces and rungs are in working order
- Ladder is free from oil, grease or slippery materials
- Non-slip bases or feet are in good condition

STEP LADDERS

- Not wobbly or loose (i.e. won't wobble from side-to-side)
- Hinges, spreaders and stop aren't loose or broken
- All steps are in good condition
- Ladder does not exceed 20 feet in height

EXTENSION LADDERS

- Extension locks are not loose, broken or missing
- Locks seat properly while extended
- Pulley, rung locks and rope are in good condition
- Single section ladders don't exceed 30' in length
- 2-section ladders don't exceed 48' for metal, 60' for wooden

Provided by ICW Group Workers' Compensation, Risk Management Services
Insurance Company of the West | Explorer Insurance Company | Verterra Insurance Company
www.icwgroup.com | 800.877.1111



A = Act

N = Note: Ladder Safety

Noted actions:

- Implementation?
- Feedback?
- When should retraining for ladder users be done?



S.T.E.P. UP TO A SAFER WORKPLACE

Note Actions to Improve Template

Use this easy to apply template to formulate your PLAN of action to improve the areas of opportunities you uncovered!

Note Actions to Improve

Noted improvement area: _____

Solution: _____

| Task Description | Person Responsible | Start date | Target date | Progress |
|------------------|--------------------|------------|-------------|----------|
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N = Note

Policyholder Center

After webinar find:

- Resources
 - Ladder Safety Checklist
 - Ladder Safety – Do's and Don'ts
 - 10 Critical Steps to Ladder Safety
 - Ladder Inspection Form
- Final section for “STEP UP” Safety Manager’s Workbook

icwgroup.com/step-up



YOUR S.T.E.P. UP SAFETY RESOURCES

Visit the Policyholder Center!

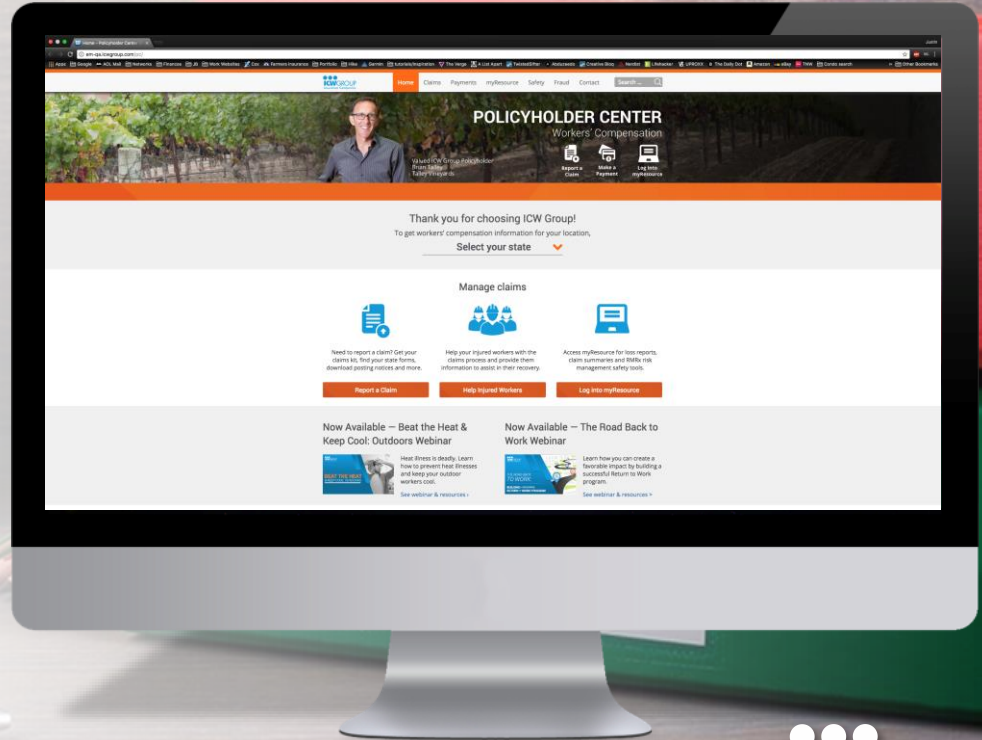
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SAFETY TRAINING & ENGAGEMENT PROGRAM
CERTIFICATE SERIES

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Policyholder Center

- Claims kit
- Payments / Payroll
- Injured Worker Resources
- Fraud
- Safety > Webinars



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S.T.E.P. UP | Certificate Series

TO A SAFER WORKPLACE

1

STEP UP To Safety Management

2

Do “MORE” to STEP UP Your Safety Programs!

3

STEP UP your Accident Investigations

4

STEP UP to a Better Safety Culture

5

“PLAN” to STEP UP Safety Programs



S.T.E.P. UP | Certificate Series

TO A SAFER WORKPLACE

For the **Series Certificate**,

- Watch for **Exit Survey** after this presentation
- List those at your company who attended with you!

*Missed first part of the series?
Hurry – don't miss out!
View on-demand by 12/31/2020*

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Questions?

riskmanagement@icwgroup.com

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Thank you!

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