

MIIA Stepladder Safety Training Program Summary

Introduction and Instructions

The following training program components are designed to be used as an integrated package. The training information covers the guidance in the work practices and inspection system. The program recommends that anyone supervising employees using ladders should also complete the training program. Program components include:

1. A Program Manager – a position will need to fulfill the following responsibilities:

- List the types of ladders available, including their sizes, duty ratings, storage locations, and approved uses (e.g., non-metal ladders for use near electrical hazards) using the document *MIIA Ladder Safety Program Log – Ladder Inventory, and Employee Use and Training*.
- Have employees and their supervisors watch the training video listed below and take one of the quizzes available (optional but recommended). Discuss the types and proper use of ladders available to them.
- Track completion of the training and competency (if administered) on the document *MIIA Ladder Inventory and Employee Use and Training Log*
- Provide an overview of the *Work Practices* document and program tools, including the inspection system and how to take a ladder out of service. Conduct a mock inspection of a ladder and a Q and A.
- Provide an overview of employee roles and responsibilities for use and care of the ladders.
- Consider conducting a periodic toolbox talk following the training sometime in the future.

2. Training Resources

- **A Training PPT for the Program Manager** – provides a brief overview of the program components and how to implement them. Come in two forms:
 - PDF copy of the PPT
- **Training Videos** – MIIA recommends using the excellent free training resources available from the American Ladder Institute's *Ladder Safety Institute* listed below. The MIIA program stepladder safety resources are aligned with the information in their Stepladder Training video and fact sheet. Their training resources include:
 - A registration page with links to trainings on all types of ladders - <https://www.laddersafetytraining.org/>.
 - The video on *Stepladder Safety* is at <https://www.youtube.com/watch?v=tcsdVup8NzA&t=1s>.

- **Toolbox Talk** – this is an optional best practice.
 - *Toolbox Talk Ladder Safety* – National Safety Council
- **Training Quiz** – The program recommends employees take a quiz during or after watching the video. It is optional. There are two available options:
 - MIIA's Quiz - has provided a quiz aligned with the program's information that you can provide to employees and score yourself.
 - The American Ladder Institute's *Ladder Safety Training Program* - provides training managers with tools to set up and manage training participants. The system allows you to track their progress and test scores. It generates certificates of completion for scores of 90% or more.