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Real Estate

# Ladder Safety Training Guide

This training guide applies to all real estate team members who may be required to use a ladder in the performance of their duties — including but not limited to property managers, maintenance personnel, inspectors, and staging staff.

## Understanding the Importance of Ladder Safety

Ladders are widely used across various real estate properties and operations. Whether you are cleaning gutters, conducting roof checks, changing burnt out bulbs, working on overhead pipes, or accessing items in storage rooms, any task that requires elevation carries real risk.

Because improper use can cause serious injury, anyone who may use a ladder should be trained to select, inspect, position, climb, and store it safely.

Understanding and following these safety procedures is not optional; it is a core part of protecting yourself, your colleagues, and the properties you manage.



### Inspecting your Ladder Before Use

Before placing a ladder anywhere, every employee must conduct a brief but thorough inspection of the equipment. Verify that the ladder is the correct type for the specific task at hand.

Inspect the entire ladder for broken, worn, or damaged parts before use. If a ladder shows any sign of deterioration or instability, remove it from service immediately.

**Important Reminder**

Damaged ladders must be removed from service immediately. Never attempt to repair a broken ladder or use equipment that is compromised. Wait for a certified replacement before continuing elevated work.

### Setting Up Safely  Choosing the Right Ladder

Proper setup is critical to a safe climb. Always evaluate the work area before beginning. Place the ladder on a level, stable surface and clear away any housekeeping hazards around the base. You must remain aware of indoor and outdoor conditions, such as wet weather or high winds, before deciding to set up. Never leave a ladder unattended once positioned.

| Ladder Type | Best For | Important Restrictions & Warnings |
|---|---|---|
| Fiberglass | Electrical, maintenance, and outdoor work | Nonconductive material; highly recommended for most general utility tasks |
| Wood | General indoor/dry tasks | May deteriorate quickly from moisture, rot, and physical wear over time |
| Metal or Steel | Industrial or commercial settings | Provides heavy-duty strength but should never be used near electrical sources |
| Aluminum | Frequent repositioning | Lightweight and easy to move; must be kept away from electrical hazards |
| Extension | Accessing highly elevated areas | Requires specific training to position securely and safely tie off |
| Fixed | Roofs or mechanical rooms | Permanently installed; always check for structural integrity before climbing |

## Safe Climbing Practices

Once the ladder is secure, wear appropriate footwear to prevent slips and falls. Climb carefully and maintain three points of contact at all times while ascending or descending. Use personal protective equipment (PPE) appropriate for the work activity you are performing.

Never stand on the top or second highest step of a portable ladder, and never attempt to move, shift, or "walk" a ladder while you are standing on it.

Check with your manager if there are specific climb heights that employees are not permitted to exceed at your property.

### Three-Point Contact Rule — Quick Reference

At every moment while on the ladder, maintain **three points of contact**: either two hands + one foot, or two feet + one hand. Keep your body centered between the rails.

## Completing the Task and Storing Equipment

After each task is completed, return the ladder to its designated storage area and secure it properly. Do not leave it leaning in hallways or utility closets where it could fall or be misused. Property managers must post ladder-safety best practices in these storage areas.

New hires must be trained before they use a ladder, and ladder-safety training is to be provided annually for all staff.

Finally, if you see someone working unsafely on a ladder, kindly share your concerns with them or reach out to a manager.

## Safe Ladder Task Checklist

Consider using a checklist before, during, and after every task. All items should be confirmed prior to climbing.

1. **I have received ladder-safety training and am authorized to use this equipment**
2. **The work area has been evaluated, and indoor/outdoor conditions are safe**
3. **The ladder has been inspected and is free of broken or damaged parts**
4. **The correct type of ladder has been selected for the task (e.g., fiberglass for electrical).**
5. **The ladder is positioned securely on a level, stable surface**
6. **All housekeeping hazards and obstacles have been cleared away from the base**
7. **Appropriate footwear and task-specific Personal Protective Equipment (PPE) are being worn**
8. **Three points of contact will be maintained throughout the entire climb and descent**
9. **I will not stand on the top or second-highest step of any portable ladder**
10. **I will not attempt to move or reposition the ladder while standing on it**
11. **The ladder will be returned to its designated storage area and secured after the task**

### Contact us for more information



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