

Ladder Safety Meeting Record

Company		Department
Date (yyyy-mm-dd)	Time	Presenter(s)

Ladder safety topic(s)

☐ Employer responsibilities	☐ Worker responsibilities	☐ Choose a safe location	☐ Set-up requirements
☐ Supervisor responsibilities	☐ Assess the risks	☐ Choose the right ladder	☐ Inspecting a ladder
☐ Other (specify)			

Record of those attending

Name (please print)	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Absent

1.	3.
2.	4.

Comments/suggestions/action items (presenter[s] to complete)

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Manager/supervisor

Signature	Date (yyyy-mm-dd)
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