

Portable Ladder Safety Checklist

Campus Germantown
Date 05/30/2019

Building

Room Supervisor
Audit Performed by

	Y E S	N O	N A	Brief Comment
A. Inspection Guidelines for Portable Ladders (including Extension Ladders and Step Ladders)				
1. Wooden ladders free of splinters, sharp edges, cracks or decay. Metal ladders free of slivers, dents that would weaken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. No rungs/steps missing or damaged so as to make them unsafe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Surfaces free of mud, oil, grease, or slippery materials (If metal ladder, rungs must be corrugated, knurled, dimpled or coated with non-slip coating.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Joints between steps and side rails tight and rungs do not move when twisted by hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Hardware and fittings securely attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Moveable parts operate freely without binding or undue play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Safety feet and other auxiliary equipment in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. No opaque coating which might obscure defects; labels on only one face of side rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Rope, if present, in good condition (not frayed/badly worn)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Spreader on step ladder in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. If determined to be defective, attach warning label and withdraw ladder from service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Ladder Use Safety Tips - Selection and Placement				
1. No overhead electrical lines or other electrocution hazards in vicinity of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Metal ladder NOT USED for electrical work or near energized electrical circuits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Ladder length does not exceed allowable limits (step ladder, 20'; single section ladder, 30'; 2-section wood ladder, 60'; 2-section metal ladder, 48'; metal ladder with more than 2 sections, 60')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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4. Ladder length appropriate for task (not too long or too short)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Ladder set at proper angle and with both rails supported equally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ladder not used as a guy, skid, scaffold, or any use other than its intended purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Ladder placed to prevent slipping, or lashed or held in position (Step ladders have all 4 feet on firm footing.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ladder placed only on stable base (no boxes, etc. used to gain height). Ladder does not lean to one side or wobble.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. In traffic areas, measures taken to prevent accidental displacement (Doors locked or guarded prior to placing ladder in front of them, barricade around work area, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. When used to access a high landing or rooftop, top of ladder extends 3' above edge of landing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Ladder Use Safety Tips - Climbing and Working From				
1. Only one person on ladder at a time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Face ladder when climbing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do not get on or off ladder from side or back. (If step ladder, do not use rear braces as steps unless so designed by manufacturer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Maintain 3-point contact with ladder at all times when climbing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If working from ladder, keep body aligned with center of steps/rungs and do not lean backwards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Training				
1. User trained in proper use of, and hazards related to, ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Key:

If you have answered "NO" to any question in part A, do not use the inspected ladder. Mark it with a warning label and report its defectiveness to the area supervisor.

If you have not received training in ladder safety (Part D), do not use a ladder on the job.

Use Parts B and C as reminders of safe work practices when using a ladder.