

## Portable Ladder Safety Checklist

Campus: \_\_\_\_\_ Building \_\_\_\_ Room \_\_\_\_ Supervisor \_\_\_\_

Date: \_\_\_\_\_

Audit Performed by: \_\_\_\_\_

	Y E S	N O	N A	Brief Comment
<b>A. Inspection Guidelines for Portable Ladders (including Extension Ladders and Step Ladders)</b>				
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>B. Ladder Use Safety Tips - Selection and Placement</b>				
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"/>	

	Y E S	N O	N A	Brief Comment
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"/>	
<b>C. Ladder Use Safety Tips - Climbing and Working From</b>				
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"/>	
<b>D. Training</b>				
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.