

# LADDER INSPECTION CHECKLIST

**\*\*\*Refer to the following inspection criteria when assessing each ladder prior to use.\*\*\***

**By signing (initialing) and dating the inspection tag affixed to any ladder, you are attesting that the ladder is in good condition and acceptable for use in accordance with the checklist below.**

		YES	NO	NA
1	Steps, rungs & endcaps are undamaged and free from grease, dirt, or slick substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Rails are undamaged and free from grease, dirt, or slick substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Top shelf or platform is undamaged and free from grease, dirt or slick substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	All hardware and fittings are secure (e.g. screws, bolts, hinges, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Ladder is free from any sharp surfaces, splinters or burrs (e.g. on rails, steps, rungs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Instruction and warning labels are not missing, and are legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	All moveable parts operate properly and smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Pail shelf is not missing, bent or broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Ladder is fully stable when resting on an even dry surface (e.g. no wobbling)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Spreaders, bracing and/or extension locks are undamaged and work properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Pulley and ropes are undamaged/un-frayed and work properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Rung locks are in place and none are missing or broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Slip resistant shoes and feet are undamaged and work properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Ladder does not have rust, corrosion, loose/missing pieces or decay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LADDER IS IN GOOD CONDITION & ACCEPTABLE FOR USE    YES     NO

**If you answer 'NO' to any of the inspection criteria above, place the ladder 'OUT OF SERVICE' by tagging it appropriately and have it repaired or replaced, as necessary.**

Always follow ladder manufacturer instructions and comply with applicable state and federal OSHA standards.

For replacement tags or if a ladder is placed out of service, contact EH&S at X5817.