

Self-Inspection Checklist

Portable Ladders – Workplace Safety Laws

Date Inspected _____ Date Completed _____

Checklist	Needs to be Addressed	Completed	Not Applicable
Ladder Inspection Checklist:			
Are joints between steps and side rails tight ?			
Are all hardware and fittings securely attached ?			
Are all movable parts operating freely without binding or undue play?			
Are non-slip safety feet provided on each ladder ?			
Are ladder rungs and steps free of grease and oil ?			
Are the rungs uniformly spaced at 12 inches , center to center?			
Does all personnel understand that it is prohibited to place a ladder in front of doors that open toward the ladder , except when the door is blocked open, is locked, or is guarded?			
Have employees been prohibited from using ladders that are broken , missing steps, rungs, cleats, broken side rails, or other faulty equipment?			
Have employees been instructed not to use the top step of ordinary stepladders as a step ?			
When portable rung ladders are used to gain access to elevated platforms , roofs, etc., does the ladder always extend at least 3 feet above the elevated surface ?			
Have employees been instructed that when portable rung or cleat type ladders are used, the base is to be placed so that slipping will not occur , or that the ladder is to be lashed or otherwise held in place ?			
Are portable ladders legibly marked with signs reading “CAUTION – Do not use Around Electrical Equipment” (or similar wording)?			
Have employees been trained to not use ladders as guy wires, braces, skids, gin poles, or for other than their intended purposes ?			
Have employees been trained to only adjust extension ladders while standing at a base (NOT while standing ON the ladder or from ABOVE the ladder)?			

This Ladder Inspection Checklist is NOT all-inclusive. You should add to them or skip parts that are not applicable to your company. Carefully consider each item in the ladder health and safety regulation, and refer to OSHA standards for complete and specific workplace safety laws that may apply to your work environment. This list is typical for general industry, not construction or maritime.. Please contact NATIONAL SAFETY COMPLIANCE for any training or safety supplies you may need.

