

**PORTABLE LADDER INSPECTION CHECKLIST\***

**LADDER #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR\_\_\_\_\_\_\_\_\_\_\_\_**

**LADDER #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Ladder: ( ) Extension ( ) Step Construction of Ladder: ( ) Wood ( ) Metal ( ) Fiberglass**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE (MM/DD) |  | |  | |  | |  | |  | |  | |
| INSPECTOR’S INITIALS |  | |  | |  | |  | |  | |  | |
| REPAIR DATE / REPAIRER’S INITIALS |  | |  | |  | |  | |  | |  | |
| **GENERAL ITEMS INSPECTED** | **OK** | **NR** | **OK** | **NR** | **OK** | **NR** | **OK** | **NR** | **OK** | **NR** | **OK** | **NR** |
| Side rails in good condition |  |  |  |  |  |  |  |  |  |  |  |  |
| Steps or rungs not loose or damaged |  |  |  |  |  |  |  |  |  |  |  |  |
| Spreader braces not damaged and open fully |  |  |  |  |  |  |  |  |  |  |  |  |
| Nails, screws, bolts not missing or damaged |  |  |  |  |  |  |  |  |  |  |  |  |
| Ladder free from oil, grease, or slippery materials |  |  |  |  |  |  |  |  |  |  |  |  |
| Manufacturer’s labels, warnings, and ratings posted |  |  |  |  |  |  |  |  |  |  |  |  |
| Movable parts operate freely |  |  |  |  |  |  |  |  |  |  |  |  |
| Wooden parts free from splinters, cracks, decay |  |  |  |  |  |  |  |  |  |  |  |  |
| Non slip feet not damaged and in good condition |  |  |  |  |  |  |  |  |  |  |  |  |
| Ladder stored properly to prevent damage |  |  |  |  |  |  |  |  |  |  |  |  |
| **STEP LADDERS** |  |  |  |  |  |  |  |  |  |  |  |  |
| Stepladder is not wobbly and loose |  |  |  |  |  |  |  |  |  |  |  |  |
| Paint shelf not damaged or missing |  |  |  |  |  |  |  |  |  |  |  |  |
| Hinges not loose or damaged |  |  |  |  |  |  |  |  |  |  |  |  |
| Ladder does not exceed 20 feet in height |  |  |  |  |  |  |  |  |  |  |  |  |
| **EXTENSION LADDERS** |  |  |  |  |  |  |  |  |  |  |  |  |
| Loose, broken, or missing extension locks |  |  |  |  |  |  |  |  |  |  |  |  |
| Locks seat properly when ladder is extended |  |  |  |  |  |  |  |  |  |  |  |  |
| Pulley, rung locks, and rope are in good condition |  |  |  |  |  |  |  |  |  |  |  |  |
| Single section ladders do not exceed 30’ in length |  |  |  |  |  |  |  |  |  |  |  |  |
| Two-section ladders do not exceed 48’ in length of metal ladders and 60’ for wood ladders |  |  |  |  |  |  |  |  |  |  |  |  |
| COMMENTS: | | | | | | | | | | | | |

***NR= Needs Repair***

***\**** To be performed before each work shift to identify any visible defects that could cause employee injury. Send forms to supervisor. Supervisor correct deficiencies, send form to EHS.