

Walking-Working Surfaces Ladder Per Use Inspection Checklist

Version 1.0

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Ladder Inspection Checklist

The following items shall be checked on all ladders prior to use. If there is a ladder on site that does not pass the inspection, notify [Name of Person or Department] immediately. Any ladder with defects must be immediately tagged “Dangerous: Do Not Use” (or similar language) and be removed from service until repaired.

Ladders Inspected: _____

Date Completed: _____

Conducted By: _____

Type of Ladder: () Extension () Step

Construction of Ladder: () Wood () Metal () Fiberglass

General	Yes	No	N/A
Is this ladder going to be used for its intended purpose?			
Is the ladder able to support its maximum intended load (meets duty rating)?			
Are ladder surfaces free of puncture and laceration hazards?			
Is the label from the manufacturer present? Can it be read?			
If applicable, are non-slip safety feet provided on the ladder?			
Are the feet undamaged and not worn?			
Are ladder rungs and steps free of grease and oil?			
Are the steps or rungs loose? (They are considered loose if they can be moved by hand.)			
Are there any cracked, split, bent, warped, twisted or broken uprights, braces, steps or rungs?			
Are there any loose nails, screws, bolts or other metal parts?			
Are the rails, steps and rungs unbent and undamaged?			
Portable Ladders			
Are rungs and steps designed or treated to minimize slipping?			
Are joints between steps and side rails tight?			
Are all hardware, bracing and fittings securely attached?			
When a stepladder is fully opened, is it secure and not wobbly?			
Are the hinge spreaders loose or bent?			
Is the stop on hinge spreaders broken?			
Is the top cap cracked, loose or missing?			
Is it ensured that the legs on a stepladder are fully open and in the locked position?			
Is the paint shelf in good condition, functioning properly, and not otherwise damaged?			

General (continued)	Yes	No	N/A
Extension Ladders			
Are the extension locks loose, broken or missing?			
Do the locks sit properly when the ladder is extended?			
Are the extension guide brackets secure and in place?			
Is the rope worn, frayed or otherwise deteriorated?			
Is the pulley worn or otherwise damaged?			
Is the stand-off shelf in good condition and not damaged, bent, corroded, etc.?			
Fixed Ladders			
Are there any loose, worn or damaged rungs or side rails?			
Are there any corroded bolts or rivet heads on the inside of metal stocks?			
Are there any damaged or corroded parts of the cage?			
Is there any damage to the fall arrest system?			
Are there any weakened or damaged brackets for connections to the surfaces where the ladder is attached (e.g., wall, brick, concrete slab)?			
Is it ensured that grab bars do not protrude beyond the rungs of the ladder on the climbing side?			

Notes: