

Ladder Inspection Checklist For Users

(Source: Fall Protection Subject Area)

Before using any ladder, the user must inspect it:

For All Ladders, Fixed or Portable:

- Carefully examine the ladder for broken or missing rungs or cleats, broken side rails, and other damaged parts;
- Inspect for dents or bends in side rails, rungs or cleats;
- The joint between steps and side rails must be tight, and all hardware, rivets, and fittings should be attached firmly;
- Metal ladders must be free of sharp edges, burrs, and corrosion;
- All cleats, rungs, and side rails must be free of grease, oil, paint, or other slippery substances;
- If a ladder tips over, inspect the ladder immediately for damage;
- Check for paint or branding of ladders which may conceal or cause defects.
- For Fixed Ladders: Check for Fix Ladder Inspection Approval
 - o Green – No restrictions Yellow – Work Control Required
 - o Red: Do not use

Additional Inspection Points for Portable Ladders:

- The ladder should be equipped with feet that are secured in place;
- Movable parts should operate freely without binding or undue play;
- All wood parts must be free of sharp edges and splinters;
- Visually inspect wooden ladders to ensure it is free of shakes, warping, decay, or other irregularities.

When Defects Are Found:

1. When a defect or unsafe condition is found, it shall be tagged or marked so that it will not be used.
2. Defective or unsafe conditions must be reported to the supervisor.
3. Field repairs and the fabrication of improvised ladders are prohibited.
4. Never try to straighten a bent or bowed ladder.
5. Do not paint wooden ladders with solid color paints. This may mask cracks in the wood and make them hard to see. Clear wood preservative can be used to protect bare wood.
6. If the ladder is exposed to greases, oils, or other slippery substances, it must be cleaned of the substance with suitable solvents or steam. If the slippery substance cannot be completely removed, the ladder must be removed from service.