

Portable Ladder Self-Inspection Checklist

Location/Department:

Date of Inspection:

Inspectors:

Corrective Actions:

Work order/memos were issued: Yes No

Date issued:

The following safety and health checklist is based on the MIOSHA standards. It may not include *all* conditions, as it is intended to be used only as a guide.

Topic Description	Yes	No	N/A	Comments
Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?				
Are non-slip safety feet provided on each ladder?				
Are non-slip safety feet provided on each metal or rung ladder?				
Are ladder rungs and steps free of grease and oil?				
Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?				
Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?				
Are employees instructed to face the ladder when ascending or descending?				
Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails, or other faulty equipment?				
Are employees 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' above the elevated surface?				
Is it required that when portable rung or cleat-type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?				
Are portable metal ladders legibly marked with signs reading "CAUTION" — Do Not Use Around Electrical Equipment," or equivalent wording?				

Portable Ladder Self-Inspection Checklist *(continued)*

Topic Description	Yes	No	N/A	Comments
Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?				
Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?				
Are metal ladders regularly inspected for damage?				
Are the rungs of ladders uniformly spaced at 12", center to center?				