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**Environmental Health and Safety**

**Title: Ladder Safety Program**

**Document #: EHS-0033 Issued: 7/31/2018**

**Approved By: Director EHS Version: 1**

# Appendix B

Annual Portable Ladder Inspection Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Inspection Criteria** | OK | No | N/A |
| 1 | Manufacturer’s label present and legible (must show capacity and safety warning labels) |  |  |  |
| 2 | No rungs are missing |  |  |  |
| 3 | The rungs are secure |  |  |  |
| 4 | The rails and rungs are free from sharp edges and splinters |  |  |  |
| 5 | No visible cracks |  |  |  |
| 6 | All hardware is tightly attached and present |  |  |  |
| 7 | No bolts, nails, screws, or other hardware stick out to cause injury |  |  |  |
| 8 | The ladder is not broken, cracked, misshapen, splintered, rotted, or warped |  |  |  |
| 9 | The braces, rails, and spreader arms are not broken, cracked, misshapen, splintered, rotted, loose, or warped |  |  |  |
| 10 | The feet and treads of the ladder are free from damage, rust, wear and are properly attached |  |  |  |
| 11 | The extension locks seat properly and securely |  |  |  |
| 12 | Moving parts are moving freely (no binding) |  |  |  |
| 13 | Chains, cords, pulleys, ropes and locks are not damaged and working properly |  |  |  |
| 14 | All attachments (pail shelf, tool rest, etc.) are free from damage, loose parts, and wear |  |  |  |
| 15 | No makeshift repairs or alterations |  |  |  |
| 16 | No discoloration or fading due to UV rays, heat, chemicals, etc. |  |  |  |
| **Additional criteria for mobile ladders** | | | | |
| 17 | Wheels in good condition / move freely |  |  |  |
| 18 | Wheel locks in working condition |  |  |  |
| 19 | Hand rails and guardrails in good condition (not bent, loose, broken, etc.) |  |  |  |

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| COMMENTS: |

**\*\*\* Ladders with defects must be clearly marked “Dangerous-Do Not Use” or with similar wording and removed from service \*\*\***