

Facilities Management  
 Occupational Health and Safety

## Ladder Inspection

Date \_\_\_\_\_ Name of Inspector \_\_\_\_\_  
 Shop # \_\_\_\_\_ Type of Ladder  Extension  Step \_\_\_\_\_

Ladder #:				
General Inspection Items	Y/N	Y/N	Y/N	Y/N
Loose Steps or Rungs				
Loose screws, bolts, or other metal parts				
No splinters/slivers on uprights, rungs, or steps				
Damaged or worn non-slip bases				
Wobbly (from side strain)				
Loose or bent hinge spreaders				
Step or hinge spreaders broken				
Loose hinges				
Broken, split, or worn steps				
Loose, broken, or missing extension locks				
Worn or knotted rope				
All stickers clear and legible				

Use	Y/N
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 metal or rung ladder, and are ladder rungs and steps free of grease and oil?	
Are employees prohibited from placing a ladder in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded?	
Are employees prohibited from placing ladders on boxes, barrels, or other unstable bases to obtain additional height?	

Please retain this form for one year for review by FM-Occupational Health and Safety