

Ladder Safety Checklist

Use this ladder safety checklist to ensure that the ladders in your workplace are in good operating condition and that your workers are setting up and using ladders safely.

Ladder Inspection

- ☐ Are all the rungs, cleats, or steps in good condition?
- ☐ Are the side rails intact without any cracks, bends, or breaks?
- ☐ Do the rungs, cleats, or steps fit snugly into the side rails?
- ☐ Is the ladder free of corrosion?
- ☐ Are the side rails and steps free of oil or grease?
- ☐ Are the ladder's hardware and fittings secure and undamaged?
- ☐ Do moveable parts operate freely without binding or excessive play?
- ☐ Are the ropes on extension ladders intact without fraying or excessive wear?
- ☐ Are damaged ladders removed from service and marked "Do not use"?

Ladder Usage

- ☐ Ensure step ladders are fully open and locked before climbing them.
- ☐ Place the ladder on a flat, secure surface.
- ☐ Place the ladder on a hard surface, as it will sink into a soft surface.
- ☐ Place the ladder on a non-movable base.

- ☐ Lean the ladder against a secure surface, not boxes or barrels.
- ☐ Do not place a ladder in front of a door.
- ☐ Position base of a ladder 1 foot away for every 4 feet of height to where it rests (1:4 ratio).
- ☐ Ladder rails should extend at least three feet above the top landing.
- ☐ Check shoes to ensure they are free of grease or mud.
- ☐ Mount the ladder from the center, not from the side.
- ☐ Face the ladder when ascending or descending, and hold on with both hands.
- ☐ Carry tools in pockets, in a bag attached to a belt, or raised and lowered by rope.
- ☐ Do not climb higher than the third rung from the top.
- ☐ Work facing the ladder.
- ☐ Do not overreach. Always keep your torso between the ladder rails.
- ☐ When using a ladder for high places, securely lash or fasten the ladder to prevent slipping.
- ☐ Avoid outdoor ladder use on windy days.
- ☐ Avoid aluminum ladders if work must be done around electrical wires or power lines.