**Department of Environmental Health & Safety**

**Occupational Health & Safety Office**

**321 Ryan Street,**

**Essex, Vermont 05452**

LADDER INSPECTION CHECKLIST

* Include and submit checklist(s) to UVM Project Supervisor(s) and Occupational Health and Safety Office [ohso@uvm.edu](mailto:ohso@uvm.edu).
* If repairs are needed, IMMEDIATELY pull out of service, label “Do Not Use”, and notify your supervisor.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Number** | | | **Description** | | | | |
| *Click here to enter text.* | | | *Click here to enter text.* | | | | |
| **Department** | | | **Building** | | | **Location** | |
| *Click here to enter text.* | | | *Click here to enter text.* | | | *Click here to enter text.* | |
| **Inspection Completed By (Signature):** | | | | | | | **Date:** |
| *Click here to enter text.*  Print Name | | *Click here to enter text.*  Email | | | | | *Click here to enter text.*  Phone |
| **Ladder Type** | | | | | | | |
| Step | Straight | | | Extension | Specialty (specify): *Enter text here.* | | |
| **Ladder Material** | | | | | | | |
| Fiberglass | Metal | | | Wood | Other (specify):  *Enter text here.* | | |

| **Ladder Inspection Checklist** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Item** | **YES** | **NO** | **N/A** | **NEEDS REPAIR** |
| 1 | Ladder has Underwriter’s Laboratory (UL) -approved seal and designed to carry worker weights |  |  |  |  |
| 2 | Ladder has instructions and warning label that is legible |  |  |  |  |
| 3 | Ladder is only used for designed purpose |  |  |  |  |
| 4 | Ladder is in good repair; no loose, cracked, split, dented, rusted, corroded, broken, or missing components |  |  |  |  |
| 5 | Ladder is clean and not painted in a way that hides defects |  |  |  |  |
| 6 | Ladder is used on a flat, hard, level, stable, non-movable base, and non-slippery surface |  |  |  |  |
| 7 | Feet, shoes, and/or cleats are free of grease and mud |  |  |  |  |
| 8 | Moveable parts operate freely without binding or undue play |  |  |  |  |
| 9 | Metal ladders are not used around power lines or near electrical equipment |  |  |  |  |
| 10 | Ladder is secured, tied off, and/or spreaders and locks fully engaged before use |  |  |  |  |
| 11 | Lean ratio 4:1 for straight and extension ladders |  |  |  |  |
| 13 | Workers always face the ladder when ascending or descending, and working |  |  |  |  |
| 14 | Workers travel up and down ladders using 3-point contact always; tool belts or hand lines used to keep hands free |  |  |  |  |
| 15 | Workers keep body inside the side rails (do not lean out beyond the side rails) |  |  |  |  |
| 16 | Ladder rails extent 3 feet above work level access point |  |  |  |  |
| 17 | Straight ladder Don’t climb higher than the third rung from the top |  |  |  |  |
| 18 | Step Ladder Don’t climb higher than the second step from the top; never stand on top cap or top step |  |  |  |  |
| 19 | Employee is trained on proper ladder use |  |  |  |  |
| **Corrective Actions Taken** | |  |  |  |  |
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| Other Comments:  *Click here to enter text.* | | | | | |