



ENVIRONMENT, SAFETY & HEALTH DIVISION

Chapter 15: [Ladder and Scaffold Safety](#)

# Portable Ladder Pre-use Inspection Checklist

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URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/ladderFormPreUsePortable.pdf>

A visual pre-use inspection is required for all types of portable ladders every time the ladder is used. Listed below are common inspection items for reference. If a ladder **fails** any inspection item, remove the ladder from service immediately, tag it out with a DO NOT USE sign, and report it:

- If the ladder is owned by a subcontractor, report the problem to the SLAC field construction manager/service manager.
- If the ladder is owned by SLAC, report the problem to the ladder custodian (if known) or the area or building manager.

This form may be used to report failed inspection items.

User's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Inspection date: \_\_\_\_\_

Ladder location: \_\_\_\_\_

Ladder Type

Inspection Item	Step Ladder	Extension Ladder	Fixed Length Ladder	Ladder Stand (Mobile and Platform)
Manufacturer's labels present and legible <i>(must include manufacturer, month / year of manufacture, maximum rated load)</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
No indication that the ladder should not be in service, such as the presence of a DO NOT USE sign	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Ladder is the proper length for the job	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
No evidence of unusual damage, wear, deterioration, corrosion, sharp edges, burrs	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
All bolts, nuts, or connections tight; no loose steps, rungs, hardware	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Steps are free of obstacles, grease, oil, or dirt	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Safety or non-skid feet (if provided) are functional	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Rungs or steps are slip resistant (knurled, corrugated)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
No cracks in welds or other metal parts	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Inspection Item	Ladder Type			
	Step Ladder	Extension Ladder	Fixed Length Ladder	Ladder Stand (Mobile and Platform)
No missing or damaged truss block supports, reinforcing rods, or knee braces	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	–	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	–
No delaminations, blisters, visible cracks, no splits in rungs, rails, or other structural parts	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	–
Spreader or locking device fully functional	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	–	–	–
No damaged or defective pulley, rung locks, or rope	–	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	–	–
Locking mechanism and casters (wheels) (if present): intact and operable	–	–	–	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Guard handrails secure (required if more than 4 steps)	–	–	–	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Ladder is completely stable (no wobbling, resting on an even surface, surface not slippery)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<b>Work Area</b>				
Area cordoned off (barricaded if necessary)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
No electrical hazards (immediate and surrounding areas)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
No additional hazards	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Notes