A visual pre-use inspection is required for all types of portable ladders, every time the ladder is used. 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 to your supervisor.

User’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ladder Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ladder Type (circle one):

EXTENSION / STEP LADDER / STRAIGHT (fixed length) / MOBILE or PLATFORM

Ladder Material (circle one):

WOOD / ALUMINUM / FIBREGLASS / OTHER (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**X** Indicates a FAIL **✓** Indicates a PASS

| **INSPECTION ITEM** | **Dates of Inspection and inspector initials** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **DD/MMM/YY:** | **DD/MMM/YY:** | **DD/MMM/YY:** | **DD/MMM/YY:** | **DD/MMM/YY:** | **DD/MMM/YY:** |
| **Initials:** | **Initials:** | **Initials:** | **Initials:** | **Initials:** | **Initials:** |
| Manufacturer’s labels present and legible |  |  |  |  |  |  |
| No indication that ladder should not be used, such as ‘DO NOT USE’ TAG / SIGN |  |  |  |  |  |  |
| Ladder is correct length for the job (straight and extension ladders extend 3 feet above the surface it is resting upon; step ladders high enough so worker does not stand on top 2 steps) |  |  |  |  |  |  |
| Free of damage (deterioration, corrosion, sharp edges, burns) |  |  |  |  |  |  |
| All connections are tight and secure (bolts, nuts) |  |  |  |  |  |  |
| No loose steps, rungs or hardware (movable by hand) |  |  |  |  |  |  |
| Beams & rungs are free of cracks and dents |  |  |  |  |  |  |
| Steps are free from obstacles, grease and dirt |  |  |  |  |  |  |
| No cracks in welds or other metal parts |  |  |  |  |  |  |
| No missing or damaged knee braces, reinforcing rods, truss block supports |  |  |  |  |  |  |
| Spreader or locking device fully functional (stepladders) |  |  |  |  |  |  |
| Locking mechanism and casters intact and operational (if applicable) |  |  |  |  |  |  |
| Handrails secure (if applicable) |  |  |  |  |  |  |
| Ladder feet are not damaged, worn or missing |  |  |  |  |  |  |
| Ladder is stable, resting on an even surface (not wobbling, tilted, etc) |  |  |  |  |  |  |
| Ropes in good condition, no burn marks, frayed, cut (extension ladder) |  |  |  |  |  |  |
| No loose hinges |  |  |  |  |  |  |
| **WORK AREA** |  |  |  |  |  |  |
| Area barricaded if necessary |  |  |  |  |  |  |
| No electrical hazards present or safe distance away (i.e. overhead wires) |  |  |  |  |  |  |
| Area surface is not slippery, soft or uneven |  |  |  |  |  |  |
| No additional hazards |  |  |  |  |  |  |

**Note: If a ladder is found to be defective, please record corrective actions here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Supervisor Review:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name Sign Name Date**