

## Safety Inspection Checklist – Portable Step Ladders (Note: some inspection items may only apply to step ladders made from specific materials)

Yes	No	N/A	INSPECTION ITEM	COMMENTS
			Are the side rails of the ladder free of damage such as splits, bends, dents, cracks, splintering and breaks?	
			Are all ladder rungs, steps, or cleats, free of damage such as splits, bends, dents, cracks, splintering, and breaks?	
			Are all ladder braces in place, free from damage, and firmly secured?	
			Are all fasteners on the ladder, such as screws, rivets, and pins, in place and firmly secured?	
			Are all safety feet or pads that were installed by the ladder manufacturer in place and free from damage?	
			Are ladder spreaders free of damage and able to lock into / remain in place when the ladder is set up?	
			Are ladder surfaces / components free of burns, blisters, or other damage caused by flames and/or excessive heat?	
			Are all ladder surfaces / components free of rust and corrosion, as well as sharp edges and projections?	
			Are all ladder steps, rungs, and side-rails free from slippery materials such as grease or oil?	
			Is the ladder free from paint or other opaque coatings that could conceal damage?	
			Is the ladder free from any make-shift repairs and/or modifications?	
			Are all manufacturer stickers or labels identifying ladder classification, rating, capacity, and limitations in place and legible?	
			OTHER OBSERVATIONS:	

Name of Company / Organization: \_\_\_\_\_

Area, Department, or Job Site Inspected: \_\_\_\_\_

Name of Inspector: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_