

UW FACILITIES SERVICES PRE-USE LADDER SAFETY CHECKLIST

Location			Inspection performed by:	Date
Q#	YES	NO		
(or write in n/a if not applicable) Pre-use inspection/condition				
1			Are ladder feet or foot pads in good condition?	
2			Is the ladder clean and free of mud and grease?	
3			Are all manufacturers' labels intact and legible?	
4			Rungs in good condition, not cracked or bent?	
5			Rails in good condition, not cracked or bent?	
6			Are metal joint cleats safe and tight?	
7			Are section end supports on extension ladder safe and tight?	
8			Does the step ladder spreader bar open fully and lock in place?	
9			Is the ladder unpainted to allow for a good inspection?	
Site conditions and set up				
10			Are there any holes? If so are they covered or planked to prevent punching through?	
11			Are sloped surfaces corrected to keep ladder level during use? Is the ladder placed on a firm solid surface?	
12			Is the ladder staked at the bottom or tied at the top for stability so that it doesn't move during use?	
13			Does the ladder need a stabilizer bar to prevent tipping?	
14			Is the ladder positioned in front of a door and blocked off or posted to preclude access?	
15			Do extension ladders extend at least 3' above the landing?	
16			If extension ladder does the ladder need a leveler on one side for leveling/ stability?	
17			No metal ladders near electrical lines?	
18			Are extension ladders set at the proper angle? 1' out for every 4' up? Or an approximate 75 degree angle?	
Proper Use considerations				
19			Have users taken FS ladder training?	
20			Use three points of contact when ascending or descending ladders. Use a tool belt or bucket and rope to transport materials to working height.	
21			Face ladder at all times	
22			Do not overreach when using a ladder, keep belt buckle between the rails.	
23			Keep both feet on the ladder. Do not place one foot on the ladder and the other one on something else.	
24			Make sure you don't exceed the weight limit of the ladder – check the labels.	
25			Use the right ladder for the job. No orchard (3 legged ladders) unless a grounds maintenance staff member.	
Don'ts				
26			Don't use ladders in bad weather, use your good judgement	
27			Don't stand any higher than the third rung from the top of a step ladder.	
28			Don't work off the back side of a ladder – rails not meant for climbing unless a two person ladder	
29			Don't use a step ladder folded in half like an extension ladder.	
30			Don't lean too far or overreach. Reposition the ladder closer to the work instead.	
31			Don't use a ladder as a bridge or scaffold.	
32			Don't use a damaged or unsafe ladder. Tag out and turn in to surplus for tracking purposes.	
33			Don't put a ladder on a box, barrel or other object to gain additional height.	
34			Don't paint ladders – they can't be inspect properly	
35			Don't stand on the top two steps of step ladders	