

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 UWF Ladder Safety Hands On 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 | |