

Portable Ladder Safety Checklist



Name of Company: _____

Name of Inspector: _____

Date of Inspection: _____

Ladder Identification (#, location, rating, etc.): _____

Type of Ladder (extension, step, etc.) _____

Construction of Ladder: Wood Fiberglass Metal

LADDER INSPECTION CHECKLIST

Use this portion to evaluate any and all parts of any ladder being used by your workers. Address any safety-related issues identified with a checkmark in the “YES—Needs Repair” column, and do not permit any ladder to be used until you can place a checkmark in every box in the “NO—Ready for Use” column.

POTENTIAL LADDER SAFETY ISSUE	YES NEEDS REPAIR	NO READY FOR USE
Loose steps or rungs (movable by hand)		
Loose or protruding nails, screws, bolts or other fasteners		
Cracked, split or broken uprights, braces, steps or rungs		
Splinters or slivers on uprights, rungs or steps		
Damaged or worn non-slip bases		
Missing, broken, split or worn steps or rungs		
Rails with visible cracks or splits		
Loose or bent hinge spreaders		
Broken stop on hinge spreaders		
Loose hinges		
Loose, broken or missing extension locks		
Moveable parts unable to operate freely without binding or undue play		
Worn, frayed or rotted rope		
Defective locks that do not seat properly while extended		
A ladder that is unstable and wobbles from side train		
Grease, oil or slippery materials present on steps and rungs		
One or more rungs not uniformly spaced at 12 inches apart		
One or more manufacturer’s labels and stickers that are illegible		
A metal ladder that is not marked with sign reading “Caution—Do Not Use Around Electrical Equipment”		

Continued >>

SAFE USE OF LADDERS CHECKLIST

Ask the questions below before every project that involves the use of ladders to help make sure your workers are trained in ladder safety basics. Ideally, you should be able to place a checkmark in all the boxes in the “YES” column.

LADDER SAFETY PRACTICE	YES	NO
Are employees prohibited from placing a ladder in front of doors opening toward the ladder unless the door is blocked open, locked or guarded?		
Are employees prohibited from placing ladders on boxes, barrels or other unstable bases to obtain additional height?		
Are employees required to face the ladder when ascending or descending?		
Are employees prohibited from using ladders that are broken, have missing steps, rungs or cleats, broken side rails, or other faulty equipment?		
Are employees instructed not to stand on the top step of an ordinary stepladder?		
When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?		
Are employees required to secure the base of a portable rung or cleat type ladder to prevent slipping, or otherwise lash or hold it in place?		
Are employees prohibited from using ladders as guys, braces, skids, gin poles or for any use other than their intended purposes?		
Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?		
Are all defective ladders tagged and immediately removed?		

Additional information from Nationwide®.

For more information on how to use ladders safely — as well as on safer alternatives for reaching high places — ask your Nationwide® Loss Control Services representative or agent for copies of the following documents:



Portable Ladder Safety Program Brochure (CMO-0345AO)



Ladder Alternative Job Sites Tech Sheet (CMO-0344AO)

Providing solutions to help our members manage risk.SM

For your risk management and safety needs, contact Nationwide Loss Control Services: 1-866-808-2101 or LCS@nationwide.com.

The information used to create this brochure was obtained from sources believed to be reliable to help users address their own risk management and insurance needs. It does not and is not intended to provide legal advice. Nationwide, its affiliates and employees do not guarantee improved results based upon the information contained herein and assume no liability in connection with the information or the provided suggestions. The recommendations provided are general in nature; unique circumstances may not warrant or require implementation of some or all of the suggestions. Nationwide, Nationwide is on your side, and the Nationwide N and Eagle are service marks of Nationwide Mutual Insurance Company. © 2016 Nationwide