

## LADDER INSPECTIONS

Portable ladders should be generally inspected before each use. In addition, they must also be thoroughly inspected at the start of each production. Production crew are responsible for completing the annual inspection. Note: Rented ladders that fail inspection shall be tagged out and returned to the rental company immediately.

### General

Each ladder needs to be visually and functionally inspected:

- Ladders should have no damage, missing components or loose parts;
- Ladder should be stable and not wobbly or warped when deployed;
- The steps/rungs must be secured to the side rails;
- The steps/rungs are clean and free of oil, grease, or other slippery materials;
- Any movable parts, such as hinges, spreaders, ropes, etc., operate properly;
- All manufacturer labels are intact and readable;
- Ladders are free of paint that may obscure labels and/or hide damage;
- Accessories such as leg levelers, paint shelves, stand-off shelves, etc. are in good condition.

Depending on the ladder construction, the following should also be checked:

- **Aluminum:** No loose or missing bolts or screws. No bent or dented rails, rungs, etc. No sharp metal edges or burrs. Ladder is labeled with caution for use near electrical equipment.
- **Wood:** No chips, splits or splintering. Rails are straight and not warped. No knots or holes.
- **Fiberglass:** No cracks, chips or splintering. Rails are straight and not warped.



<b>Ladder Inspected:</b> _____ (Date)
<b>Next Inspection:</b> _____ (Date)
<b>Ladder Inspected by:</b> _____ (Name)

Annual Ladder Inspection Sticker

### Ladder-Specific Inspection Points

- Step ladder paint shelf not damaged or missing (if equipped)
- Step ladder hinges are stable (not loose, broken, bent, etc.)
- Extension ladder does not have broken, or missing extension locks
- Extension ladder locks seat properly when ladder is extended
- Extension ladder pulley, rung locks, and rope are in good condition
- Extension ladder rung locks are working properly
- Extension ladder ropes are intact without fraying or excessive wear
- Rolling ladder wheels/caster lock to prevent movement when used
- Tripod ladder pole is straight, not damaged or bent

### Inspection Results

- For ladders that pass inspection, the inspection sticker is placed on the ladder next to the manufacturer's labels. The inspecting employee fills out the date of inspection, his/her initials and next date of inspection.
- Replacement manufacturer labels may be obtained from the manufacturer. Ladder make and model must be known.
- **Defective ladders should be immediately removed from service for repair or disposal.**
- Repairs may only be done by the manufacturer. **NO IN-HOUSE REPAIRS ARE ALLOWED.** The ladder should be tagged-out with "DANGEROUS, DO NOT USE"
- Defective ladders must be destroyed prior to disposal.



**Note: Annual Ladder Inspection Stickers can be acquired from your designated Production Safety representative**