SAFETY

Ladder inspection checklist

The check before a portable ladder is used each shift: rails, rungs, feet, locks and labels, with a tag-out step for any ladder that fails.

How often: **Before first use each shift** Who: **Ladder user** **About 2 min** **13 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- OSHA 29 CFR 1910.23(b)(9) requires ladders to be inspected before initial use in each work shift, and more often as necessary, for visible defects that could cause injury.
- Under 1910.23(b)(10), a ladder with structural or other defects is tagged “Dangerous: Do Not Use” or similar and removed from service until it is repaired or replaced.
- Add the checks your ladder types need from the manufacturer’s label, such as spreaders on stepladders or the locks and rope on extension ladders.

Ladder

NO.	ITEM	RESULT	NOTES
1	**Scan the ladder’s tag**	☐ Visited	
2	**Ladder type**	☐ Stepladder ☐ Extension ☐ Straight ☐ Platform	
3	**Labels and duty rating legible**	☐ Pass ☐ Fail ☐ N/A	

Condition

NO.	ITEM	RESULT	NOTES
4	**Side rails straight, with no cracks, splits or bends**	☐ Pass ☐ Fail ☐ N/A	
5	**Rungs or steps secure, not bent or missing**	☐ Pass ☐ Fail ☐ N/A	
6	**Rungs and steps free of oil, grease and mud**	☐ Pass ☐ Fail ☐ N/A	
7	**Feet and slip-resistant pads in place**	☐ Pass ☐ Fail ☐ N/A	
8	**Spreaders or rung locks work and lock fully**	☐ Pass ☐ Fail ☐ N/A	
9	**Rivets, bolts and hardware tight**	☐ Pass ☐ Fail ☐ N/A	
10	**Extension ladders: rope and pulley not frayed or worn**	☐ Pass ☐ Fail ☐ N/A	

Result

NO.	ITEM	RESULT	NOTES
11	**Result**	☐ Safe to use ☐ Tagged “Do Not Use” and removed	
12	**Photo of any defect**	☐ Photo taken	
13	**Inspector**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

References

- OSHA 29 CFR 1910.23, ladders
  https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.23

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/ladder-inspection-checklist.