

# Ladder Pre-Use Inspection Checklist



Ladder falls are a leading cause of workplace injuries. Having workers carry out a pre-use inspection to ensure that the ladder is safe and has no dangerous defects can prevent incidents. Here's a Checklist you can give workers to ensure proper pre-use inspection.

**INSTRUCTIONS:** Complete this inspection checklist before using a ladder. Tag any defective ladders and **take them out of service and report the defect to your supervisor immediately.** DO NOT try to make temporary or makeshift repairs.

All Ladders	Yes	No	Comments
Missing rungs or feet			
Cracked, split, damaged or worn rungs or feet			
Loose rungs or feet			
Loose nails, screws, bolts or nuts			
Rot, decay or warped rails (wooden ladders)			
Cracks or exposed fiberglass			
Cracked, split, worn or broken braces			
Sharp edges on rails and rungs			
Twisted or distorted rails			
Rust, oxidation or corrosion			
Rough or splintered surfaces			
Missing or obscure identification labels			
Other defective conditions (describe)			
Additional Items for Step Ladders	Yes	No	Comments
Wobble			
Broken stop on a hinge spreader			
Loose or bent hinges			
Loose or bent hinge spreaders			
Other defective conditions (describe)			
Additional Items for Extension Ladders	Yes	No	Comments
Loose, broken or missing extension locks			
Defective locks that don't seat properly			
Insufficient lubrication of working parts			
Defective cords, chains or ropes			
Missing or defective pads or sleeves			
Other defective conditions (describe)			