

Portable Ladder Inspection Checklist

Ladder Number/ID _____ Department _____

Inspector _____ Date _____

All Ladders

- All rungs or steps in good condition (no cracks or dents, non-slip foot pads in good condition)
- Steps and rungs securely attached to side rails
- Rail bracing secure and undamaged (if present)
- Ladder free from oil, grease, mud or other slippery materials
- Rails in good condition: no cracks, dents, or sharp edges
- Labels present and readable
- Top cap in good condition, securely attached
- Anti-slip safety shoes/feet present and secure
- Ladder is free of rust and corrosion

Step Ladders (additional inspection criteria)

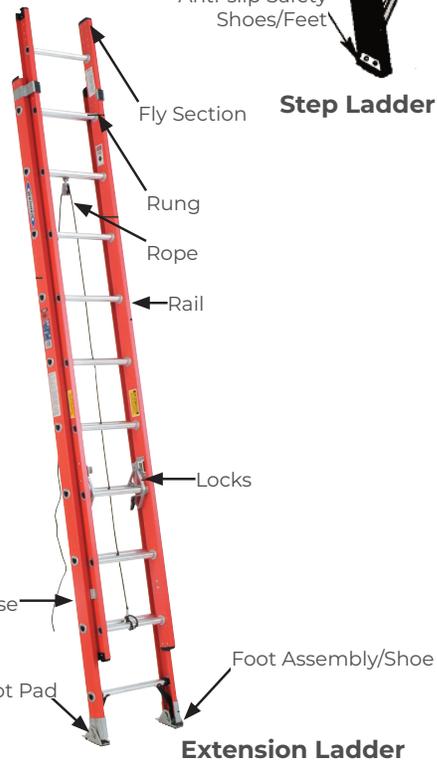
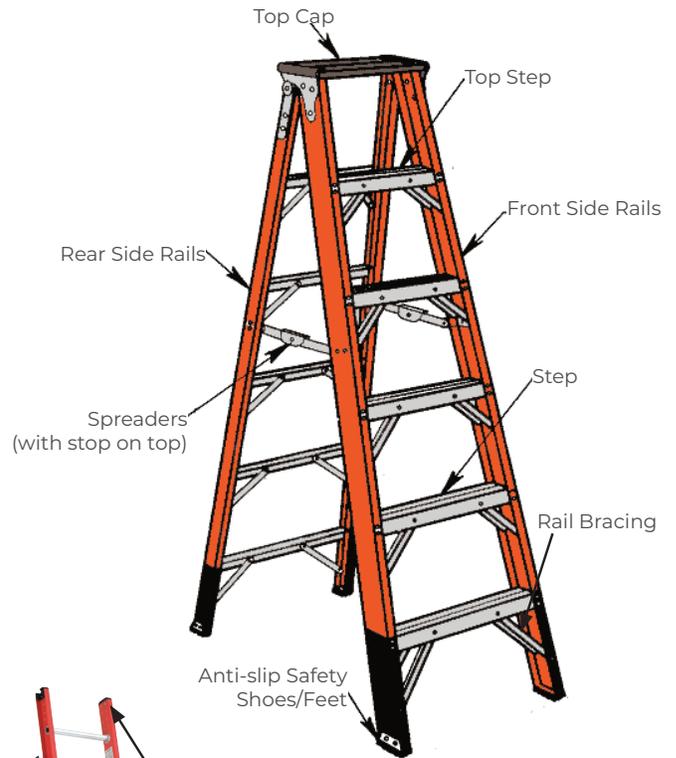
- Spreaders in good condition and securely attached to rails
- Spreaders lock into place and do not wobble
- Spreader stop present and securely attached
- Rear support rungs (non-climbing side) in place and secure

Extension Ladders (additional inspection criteria)

- Extension/rung locks working, securely grasp rungs
- Chains, cords and ropes in good condition
- Pulley working properly (if present)

Actions/Determinations

- Ladder is safe for use
- Ladder damaged/unsafe: tagged and removed from service



Note: Cal/OSHA requires ladders to be inspected by a qualified person for visible defects frequently and after any occurrence that could affect their use. Ladders that have developed defects must be withdrawn from service for repair or destruction and tagged or marked as “Dangerous, Do Not Use” or with similar language.

Graphics and images are courtesy of the U.S. Department of Labor’s Occupational Safety and Health Administration.