



Ladders, Stairs, & Stairways Checklist

Label			
Portable Ladders			
YES	NO	N/A	Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
YES	NO	N/A	Are nonslip safety feet provided on each ladder including metal or rung ladders?
YES	NO	N/A	Are ladder rungs uniformly spaced at 12 inches, center to center, and free of slippery substances such as mud, grease and oil?
YES	NO	N/A	Is a ladder placed in front of doors that open toward the ladder and if so, is the door blocked open, locked, or guarded?
YES	NO	N/A	Are ladders placed on boxes, barrels, or other unstable bases to obtain additional height?
YES	NO	N/A	Are employees aware to not move or shift (walk) a ladder while a person or equipment is on the ladder?
YES	NO	N/A	Are employees instructed to always face the ladder when ascending/descending?
YES	NO	N/A	Are employees instructed to always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing?
YES	NO	N/A	Are employees instructed to not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position?
YES	NO	N/A	Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, broken side rails, or other faulty equipment? (Do employees inspect ladder before use?)
YES	NO	N/A	Are employees instructed not to use the top step of ordinary step ladders as a step?
YES	NO	N/A	When portable rung ladders are used to gain access to elevated platforms, roofs, and the like- does the ladder always extend at least three feet above the elevated surface?
YES	NO	N/A	When portable rung or cleat-type ladders are used is the base placed so that slipping will not occur, or it is lashed or otherwise held in place?
YES	NO	N/A	Are portable metal ladders legibly marked with signs reading "CAUTION - Do Not Use Around Electrical Equipment" or equivalent wording?
YES	NO	N/A	Are employees instructed on proper use of all available ladders and how to inspect them?
YES	NO	N/A	Are employees instructed to insure that all locks on an extension ladder are properly engaged before use?
YES	NO	N/A	Are portable ladders properly labeled so that the maximum load rating of a ladder is not exceeded- including the weight of the worker and any tools or equipment being used?
Stairs & Stairways			
YES	NO	N/A	Are standard stair rails and handrails present on all stairways having four or more risers?
YES	NO	N/A	Are standard stair rails and handrails free of splinters, nails and other sharp edges?
YES	NO	N/A	Are all stairways at least 22 inches wide?

YES	NO	N/A	Do all stairs have at least 6.5 feet overhead clearance?
YES	NO	N/A	Do all stairs angle no more than 50 degrees and no less than 30 degrees?
YES	NO	N/A	Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7.5 inches?
YES	NO	N/A	Are steps on stairs and stairways designed or provided with a slip-resistant surface?
YES	NO	N/A	Are stairway handrails located between 30-34 inches above the leading edge of stair treads?
YES	NO	N/A	Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?
YES	NO	N/A	Are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic where stairs or stairway exits are directly into an area that vehicles may be operated?
YES	NO	N/A	Are stairways and stairs kept free and clear of stored items, especially flammable & combustible items?
YES	NO	N/A	Are stairways and steps properly lighted to allow safe use?