

Portable Ladders

____ 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?

____ Are nonslip safety feet provided on each ladder including metal or rung ladders?

____ Are ladder rungs uniformly spaced at 12 inches, center to center, and free of slippery substances such as mud, grease and oil?

____ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?

____ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?

____ Is it prohibited to not move or shift (walk) a ladder while a person or equipment is on the ladder?

____ Are employees instructed to always face the ladder when ascending/descending?

____ 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?

____ Are employees instructed to not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position?

____ 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?)

____ Are employees instructed not to use the top step of ordinary stepladders as a step?

____ 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?

____ Is it required that when portable rung or cleat-type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?

____ Are portable metal ladders legibly marked with signs reading "CAUTION - Do Not Use Around Electrical Equipment" or equivalent wording?

____ Are employees instructed in proper use of all available ladders and how to inspect them?

____ Are employees instructed to insure that all locks on an extension ladder are properly engaged before use?

____ 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 and Stairways

- ____ Are standard stair rails and handrails present on all stairways having four or more risers?
- ____ Are standard stair rails and handrails free of splinters, nails and other sharp edges?
- ____ Are all stairways at least 22 inches wide?
- ____ Do stairs have at least 6.5 feet overhead clearance?
- ____ Do stairs angle no more than 50 degrees and no less than 30 degrees?
- ____ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7.5 inches?
- ____ Are steps on stairs and stairways designed or provided with a slip-resistant surface?
- ____ Are stairway handrails located between 30-34 inches above the leading edge of stair treads?
- ____ Do stairway handrails capable of withstanding a load of 200 pounds applied in any direction?
- ____ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
- ____ Are stairways and stairs kept free and clear of stored items, especially flammable & combustible items?
- ____ Are stairways and steps properly lighted to allow safe use?