

Appendix C, Section 0160

**THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO
STEPLADDER CHECKLIST**

Date: _____ Frequency: Quarterly, Prior to use
 Inspected By: _____ Responsible Personnel: _____
 Department: _____ Location: _____ Area: _____

General:

Falls are the second leading cause of all accidents following motor vehicle accidents. At age 77 and over, falls are the leading cause of accidents. Annually, more than 30,000 people are disabled by falls from ladders. Most of these accidents occurring on-the-job can be prevented by providing properly designed and well maintained ladders, training workers concerning ladder safety, and routinely inspecting ladders. The major causes of falls from self-supported portable ladders are lack of stability and sliding.

Note: Inspection checklists cannot possibly cover all the items and situations which may be encountered in the workplace. Thus, this list can only serve as a guide. Refer to the References on Page 3 for more information and details as well as other reference sources.

No.	INSPECTION ITEM	YES	NO	COMMENTS
1	Are all stepladders no longer than 20 feet?			
2	Is the minimum clear width between the side rails at the top step 12 inches?			
3	Is the minimum width of the step 3 inches?			
4	Can bucket shelves be folded?			
5	Are the ladder feet covered with slip-resistant material?			
6	Do the metal spreaders have sufficient strength to securely hold the ladder sections open?			
7	Is the spacing between steps 12 inches?			
8	Are steps corrugated, serrated, knurled, dimpled, or coated with a skid-resistant material?			
9	Is the ladder in good condition and not worn or damaged?			
10	Is the top step not used?			
11	Are ladders inspected before each use?			
12	Are ladders inspected periodically?			
13	Are damaged, defective ladders removed from service and tagged "DO NOT USE"?			
14	Are ladders free from oil, grease, or slippery materials?			
15	Are defective side rails are repaired? They are returned to the manufacturer for repair or destroyed.			
16	Is ladder hardware in proper working condition?			
17	Does user stand or sit on the step below the top cap or the cap?			
18	Are metal ladders used for performing electrical work?			
19	Are wooden ladders painted?			

References:

1. American National Standard: Safety requirements for portable wood ladders, ANSI A14.1
2. American National Standard: Safety requirements for portable metal ladders, ANSI A14.2
3. Accident Prevention Manual for Industrial Operations, National Safety Council
4. OSHA Standard 29 CFR 1910.25 and .26, portable wood and metal ladders.
5. OSHA Standard 29 CFR 1910.333

Submitted by: _____	Date: _____	Time: _____
Submitted to: _____	Assigned to: _____	Date: _____