

<b>Bureau of Labor Standards / OSHA – References:</b>	OSHA 29 CFR 1910.21 – 1910.25
<b>Authorization</b>	Only individuals who have received training are authorized to use ladders.
<b>Locations:</b>	<p>Sample locations:</p> <ul style="list-style-type: none"> <li>• Building Trades shop</li> <li>• Electrical Shop</li> <li>• School Facilities Room</li> </ul>
<b>Personal Duties/Responsibilities</b>	<ul style="list-style-type: none"> <li>• The ladder will be inspected visually before each use by the user.</li> <li>• Ladders will be taken out of service if it fails the visual inspection and report to the person responsible for that area.</li> <li>• Each ladder will be numbered in their assigned areas by the person in charge.</li> <li>• Each person in charge of their programs/ areas is responsible for ladder duties.</li> <li>• It is the responsibility of each CTE Director to oversee the implementation and enforcement of the schema.</li> </ul>
<b>Inspection – Before Use</b>	<p>Review for signs of:</p> <ul style="list-style-type: none"> <li>• Subjected to overloading</li> <li>• Subjected to impact</li> <li>• Exposed to elevated temperatures</li> </ul> <p>It should be assured that the ladder is:</p> <ul style="list-style-type: none"> <li>• Free of loose locks, rungs or steps.</li> <li>• Free of loose nails, screws or bolts.</li> <li>• Free of broken, cracked or split braces, rails, rungs or steps.</li> <li>• Free of burrs, jagged edges and slivers</li> <li>• Free of corrosion, grease, paint, oil or rust.</li> <li>• Free of any other recognized damage that could cause injury.</li> </ul>
<b>Inspection – Monthly Log</b>	Once a month, inspect and document on the log and file the ladders number and its condition.
<b>Storage</b>	Ladders will be stored in a manner that is free from damage and does not cause additional hazards.

<b>Additional materials and training aids</b>	OSHA – <a href="http://www.osha.gov">www.osha.gov</a> SafetyWorks! – <a href="http://www.safetyworksmaine.com">www.safetyworksmaine.com</a> Werner Ladder – <a href="http://www.wernerco.com/us/en/support/online-safety-training">http://www.wernerco.com/us/en/support/online-safety-training</a>  Louisville Ladder - <a href="https://www.louisvilleladder.com/training-resources/climb-academy">https://www.louisvilleladder.com/training-resources/climb-academy</a>
<b>Additional Ladder inspection Procedures:</b>	See Attached

Upon completion of the ladder inspections, a copy of the inspection form should be sent to the CTE Director or designee. Any damaged ladders shall be taken out of service and tagged as “Damaged Do Not Use.

Minor deficiencies such as a missing label can be replaced by contacting the manufacturer or supplier. Screws, bolts, nuts and washers shall be replaced with the same grade hardware.

Any ladder that is damaged that cannot be repaired to meet manufacturers specification shall be destroyed prior to disposal.

## PORTABLE LADDER INSPECTION CHECKLIST

LADDER # \_\_\_\_\_

LOCATION \_\_\_\_\_ YEAR \_\_\_\_\_

Type of Ladder:	<input type="checkbox"/> Extension	<input type="checkbox"/> Step	
Construction of Ladder:	<input type="checkbox"/> Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Fiberglass
Location:		Ladder #:	
DATE (MM/DD)			
INSPECTOR'S INITIALS			
REPAIR DATE / REPAIRER'S INITIALS			
<b>GENERAL ITEMS INSPECTED</b>	<b>OK</b>	<b>Needs Repair</b>	
Side rails in good condition			
Steps or rungs not loose or damaged			
Spreader braces not damaged and open fully			
Nails, screws, bolts not missing or damaged			
Ladder free from oil, grease, or slippery materials			
Manufacturer's labels, warnings, and ratings posted			
Movable parts operate freely			
Wooden parts free from splinters, cracks, decay			
Non slip feet not damaged and in good condition			
Ladder stored properly to prevent damage			

<b>STEP LADDERS</b>		
Step ladder is not wobbly and loose		
Paint shelf not damaged or missing		
Hinges not loose or damaged		
Ladder does not exceed 20 feet in height		
<b>EXTENSION LADDERS</b>		
Loose, broken, or missing extension locks		
Locks seat properly when ladder is extended		
Pulley, rung locks, and rope are in good condition		
Single section ladders do not exceed 30' in length		
Two-section ladders do not exceed 48' in length for metal ladders and 60' for wood ladders		