



Ladder and Scaffold Safety Checklist

YES NO



Ladder Maintenance and Inspection

- ★ Are all rungs and steps intact and in good condition? YES NO
- ★ Are metal steps covered with nonslip material? YES NO
- ★ Are steps clean and free of grease and oil? YES NO
- ★ Are nuts, bolts, rivets, etc. all tight and in place? YES NO
- ★ Are metal parts lubricated? YES NO
- ★ Are ropes in good condition? YES NO
- ★ Are ladders free of splinters or sharp edges? YES NO
- ★ Have broken ladders that were exposed to fire or corrosion been removed from service? YES NO
- ★ Have wooden ladders been coated with a clear preservative? YES NO
- ★ Are ladders stored in a dry, well-ventilated area with moderate temperatures? YES NO
- ★ Are horizontally stored ladders supported on the ends and in the middle? YES NO



Ladder Safety Procedures. Do you:

- ★ Set ladder on a firm level surface? YES NO
- ★ Keep ladder feet parallel to the surface against which the ladder will lean? YES NO
- ★ Secure or have someone hold the ladder at the bottom? YES NO
- ★ Angle the ladder so one-fourth of its working length equals the distance between the vertical wall and the ladder feet? YES NO
- ★ Extend the ladder at least three feet over the top support? YES NO
- ★ Avoid placing ladders on windows or sashes or in front of doors that aren't blocked, locked, or guarded? YES NO
- ★ Position an extension ladder before extending it? YES NO
- ★ Have only have one person on a ladder at a time? YES NO
- ★ Stay off ladders if prone to fainting or dizziness? YES NO
- ★ Face the ladder when climbing up or down? YES NO
- ★ Use both hands when climbing? YES NO

Continued



Checklist

Continued

YES NO

- ★ Carry tools up and down with a rope, belt, or pocket, not in your hands?
- ★ Wear shoes with clean, nonskid soles?
- ★ Stand no higher than four rungs from the top (two for a stepladder)?
- ★ Avoid leaning to the side, keeping your navel between the side rails?



Scaffold Inspection

- ★ Is the scaffold made of stress-grade lumber or strong metal?
- ★ Is it able to hold four times its maximum intended load?
- ★ Are suspended scaffold wires or ropes able to support six times their maximum intended load?
- ★ Are the footings sound and rigid?
- ★ Does the scaffold have guardrails, supports, toeboards, and screens on the open sides?
- ★ Is there a safe way to get on and off the scaffold?



Scaffold Use Procedures

- ★ Are safety belts used for swinging scaffolds?
- ★ Are hard hats used on all scaffolds?
- ★ Are scaffold loads kept to a minimum?
- ★ Are amounts of tools, materials, and debris on the scaffold kept to a minimum?
- ★ Are safety nets used for jobs requiring many tools and materials?
- ★ Are materials removed from the scaffold at the end of each day?
- ★ Is the area around and under the scaffold kept clear?
- ★ Are outdoor scaffolds not used in bad weather?
- ★ Are slippery scaffold platforms sanded?
- ★ Is banging on the scaffold avoided?
- ★ Are workers on the ground alert to those on the scaffold above?