

Ladder and Scaffold Safety Checklist				
Location/Department:		Date of Inspection:		
Inspectors:				
Corrective Actions:				
Work order/memos were issued: <input type="checkbox"/> Yes <input type="checkbox"/> No Date issued:				
The following safety and health checklist is based on the MIOSHA standards. It may not include <i>all</i> conditions, as it is intended to be used only as a guide.				
Topic Description	Yes	No	N/A	Comments
Ladder maintenance and inspection:				
Are ropes in good condition?				
Are ladders free of splinters or sharp edges?				
Have broken ladders that were exposed to fire or corrosion been removed from service?				
Have wooden ladders been coated with a clear preservative?				
Are ladders stored in a dry, well-ventilated area with moderate temperatures?				
Are horizontally stored ladders supported on the ends and in the middle?				
Ladder Safety Procedures — are employees instructed to:				
Set ladder on a firm level surface?				
Keep ladder feet parallel to the surface against which the ladder will lean?				
Secure or have someone hold the ladder at the bottom?				
Angle the ladder so one-fourth of its working length equals the distance between the vertical wall and the ladder feet?				
Position an extension ladder before extending it?				
Have only one person on a ladder at a time?				
Stay off ladders if prone to fainting or dizziness?				

Topic Description	Yes	No	N/A	Comments
Use both hands when climbing?				
Carry tools up and down with a rope, belt, or pocket, not in your hands?				
Wear shoes with clean, non-skid 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?				
Are regular inspections made to be sure that the scaffold:				
Is made of stress-grade lumber or strong metal?				
Is able to hold four times its maximum intended load?				
Are suspended scaffold wires or ropes able to support six (6) times their maximum intended load?				
Footings are sound and rigid?				
Has guardrails, supports, toeboards, and screens on the open sides?				
Has a safe way to get on and off?				
Are employees trained in safe scaffold use procedures, such as:				
Using safety belts for swinging scaffolds?				
Wearing hard hats on all scaffolds?				
Scaffold loads kept to a minimum?				
Amount of tools, materials, and debris on the scaffold kept to a minimum?				
Using safety nets for jobs requiring many tools and materials?				
Removing materials from the scaffold at the end of each day?				
Keeping the area around and under the scaffold clear?				
Not using outdoor scaffolds in bad weather?				

Ladder and Scaffold Safety Checklist <i>(continued)</i>				
Topic Description	Yes	No	N/A	Comments
Sanding slippery scaffold platforms?				
Banging on the scaffold being avoided?				
Workers on the ground being alert to those on the scaffold above?				