

UC Santa Barbara – Ladder Safety

Attachment 3: Portable Ladder Inspection Checklist

Ladder ID: _____ Inspector Name: _____ Date: _____

Frequency: Quarterly (High Use) or Annual (Low Use).

Instructions: Inspect each component. If ANY item fails, tag the ladder "Dangerous - Do Not Use" and remove it from service immediately.

Component	Inspection Criteria (Pass / Fail)	Pass	Fail
Labels	Legibility: Are weight limits and warning labels present AND readable?	<input type="checkbox"/>	<input type="checkbox"/>
Steps / Rungs	Free of oil, grease, or sticky substances? No loose or missing rungs?	<input type="checkbox"/>	<input type="checkbox"/>
Side Rails	No cracks, splits, or structural damage? (Fiberglass: No "blooming" or splintering).	<input type="checkbox"/>	<input type="checkbox"/>
Feet / Shoes	Anti-slip pads are present and not worn smooth? Feet pivot correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Hardware	All bolts, rivets, and fasteners are tight? No corrosion?	<input type="checkbox"/>	<input type="checkbox"/>
Spreaders	(Stepladders) Spreaders lock fully? Not bent?	<input type="checkbox"/>	<input type="checkbox"/>
Locks / Pulleys	(Extension) Pawl locks engage securely? Rope is not frayed/rotted?	<input type="checkbox"/>	<input type="checkbox"/>
Coatings	(Wood Ladders) NO OPAQUE PAINT? Clear varnish only?	<input type="checkbox"/>	<input type="checkbox"/>

Inspector Notes:

Inspector Signature: _____ Date: _____