

**Portable Ladder Safety  
Self-Audit Checklist**

Building \_\_\_\_\_ Room \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Audit Performed by \_\_\_\_\_

	Y	N	NA	COMMENTS
<b>A. General Safety for Portable Ladders</b>				
1. Inspected at regular, frequent intervals				
2. Maintained free from oil, grease, or slippery materials				
3. Set up at proper angle during use				
4. Defective ladders withdrawn from service				
5. Used only for intended purpose				
6. Placed as to prevent slipping, or lashed or held in position				
7. Doors locked or guarded prior to placing ladder in front of them				
8. Placed only on stable bases				
<b>B. Portable Wooden Ladders</b>				
1. Free from sharp edges, splinters, visible defects				
2. Step ladders do not exceed 20 feet in length				
3. Single-section ladders do not exceed 30 feet in length				
4. Two-section ladders do not exceed 60 feet in length				

## **Key to Portable Ladder Safety Self-Audit Checklist**

### **A. General Safety for Portable Ladders**

1. A sample ladder inspection checklist is available through EHS.
2. Self explanatory
3. A simple rule for setting up a ladder is to place the base out from vertical a distance of one-fourth the working length of the ladder.
4. Defective ladders must be repaired before being placed back into service or destroyed to prevent further use.
5. Ladders should not be used as guys, skids, or braces, or for any use other than their intended purpose.
6. Ladders should not be placed on slippery surfaces unless secured by lashing or holding.
7. Self explanatory
8. Ladders should not be placed on boxes, barrels, or other unstable surfaces to obtain additional height.

### **B. Portable Wooden Ladders**

1. Ladders should be visually inspected before use for shake, wane, compression failures, decay, or other irregularities and removed from service if found defective. Wooden ladders should never be painted.
2. Self explanatory
3. Self explanatory
4. Self explanatory

	Y	N	NA	COMMENTS
<b>C. Portable Metal Ladders</b>				
1. Use for work on exposed electrical conductors prohibited				
2. Step ladders do not exceed 20 feet in length				
3. Single-section ladders do not exceed 30 feet in length				
4. Two-section ladders do not exceed 48 feet in length				
5. Ladders with more than two sections do not exceed 60 feet in length				
<b>D. Training</b>				
1. Workers trained in proper use of and hazards related to ladders				
2. Electrical Safety-Related Work Practices training provided, when necessary				

## **Key to Portable Ladder Safety Self-Audit Checklist**

### **C. Portable Metal Ladders**

1. Ladders must have nonconductive siderails if they are used where the worker or the ladder could contact exposed energized electrical circuits.
2. Self explanatory
3. Self explanatory
4. Self explanatory
5. Self explanatory

### **D. Training**

1. General training is available through EHS.
2. Workers who are exposed to energized electrical circuits operating at 50 volts or more must receive training based upon their assigned tasks and level of expertise. General training is available through EHS.