

# OSHA Compliance Checklist

## Portable Wood Ladder Checklist

(1910.25)

|   | O.K. | Action Needed |
|---|------|---------------|
| <b>General Requirements</b>   |      |               |
| 1. Are all wooden ladders free of sharp edges and splinters, shake, save, decay and other irregularities?                                 |      |               |
| 2. Are all steps:   |      |               |
| a. spaced not more than 12 inches?  |      |               |
| b. parallel and level?  |      |               |
| 3. Is the minimum of the side rails width greater than 11.5 inches at the top?  |      |               |
| 4. Are metal spreaders provided and in good order?  |      |               |
| 5. Are all sharp points on spreaders covered or removed?  |      |               |
| 6. Are all single ladders less than 30 feet?  |      |               |
| 7. Are all two section ladders less than 60 feet?   |      |               |
| 8. Are all painters' (type II) ladders less than 20 feet?   |      |               |
| <b>Care and Maintenance</b>   |      |               |
| 1. Are procedures in place to ensure ladders are maintained in good condition?  |      |               |
| a. with all fittings securely attached?   |      |               |
| b. with the joint between the steps and siderails secure?   |      |               |
| c. with movable parts operating freely without binding or excessive play?   |      |               |
| d. by frequent inspection?  |      |               |
| e. by ensuring defective ladders are immediately removed from service and tagged with the words "Dangerous, Do Not Use."                  |      |               |
| 2. Are all ladders routinely maintained?  |      |               |
| a. by frequently lubricating locks, wheels and pulleys?   |      |               |
| b. by replacing worn ropes?   |      |               |
| c. by ensuring safety feet are in good condition?   |      |               |
| d. by ensuring rungs are kept free of oil?  |      |               |
| <b>Use</b>  |      |               |
| 1. Are single and two section ladders used at a pitch such that the horizontal distance from foot to top is one-fourth the ladder length? |      |               |
| 2. Is the horizontal use of ladders prohibited?   |      |               |
| 3. Are ladders limited to a single person (unless otherwise specified)?   |      |               |
| 4. Is the placing of ladders in front of doors prohibited unless the door is blocked, locked or guarded?                                  |      |               |
| 5. Is care taken to ensure ladders are only placed on firm footing?   |      |               |
| 6. Are ladders only used for their intended purpose?  |      |               |
| 7. Are the tops of stepladders prohibited from use as a step?   |      |               |
| 8. If used to gain access to a roof, is at least three feet of the ladder extended above the point of support?                            |      |               |
| 9. Are users prohibited from using the backs of step ladders as steps?  |      |               |