

## Self-inspection checklist

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### Portable ladders

- Are all ladders in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- Are there non-slip safety feet on all ladders except step ladders?
- Are ladder rungs and steps free of grease and oil?
- Are employees prohibited from placing a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?
- Are employees prohibited from placing ladders on boxes, barrels, or other unstable bases?
- Are employees instructed to face the ladder when ascending and descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs, cleats, broken side rails, or other faulty parts?
- Are employees instructed not to use the top step of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the ladder always extend at least three feet above the elevated surface?
- Do you require the users of portable rung or cleat-type ladders to place the base so that slipping will not occur or to lash or otherwise hold the ladder in place?
- Do portable metal ladders have legible signs reading "CAUTION — Do Not Use Around Electrical Equipment" or equivalent wording?
- Are the rungs of ladders uniformly spaced at 12 inches, center to center?