



BRANDON UNIVERSITY

Addendum 1

**Annual Ladder
Inspection Checklist
CHK-PP-004**

**WORKPLACE
SAFETY & HEALTH
LADDER SAFETY POLICY**

Prior to each use, a ladder must be visually inspected for any damage, defects, suitability, and quality by the end user. This checklist can be used as an aid for visual inspections. A ladder found to be broken or defective may not be used until it has been repaired. Additionally, a formal documented annual inspection of ladders will be conducted. If "YES" to any of the below, the ladder shall be taken out of service immediately.

Date: _____ Type/Grade of Ladder: _____
Inspected By: _____ Length: _____
Location: _____ Ladder ID: _____

Material: Wood Fiberglass Aluminum Other: _____

Inspection Items	YES	NO
Metal Parts broken, loose, dented, rusty, missing		
Side Rails broken, loose, dented, rusty, signs of deterioration		
Rungs broken, loose, dented, rusty, signs of deterioration		
Braces, Uprights or Steps broken, cracked, splintered, chipped, defective, missing or signs of deterioration		
Anti-Slip Feet broken, cracked, defective, poor condition, missing, or signs of deterioration		
Extension Ladder lock, pulley, or other fittings worn, out of place, damaged, unworkable, missing or signs of deterioration		
Steps greasy, slippery, cracks, splitting		
Spreader Arms and Stops broken, bent, loose, damaged, defective, rusty, unworkable, or missing		
Rope damaged, worn, broken, frayed, knotted, or missing		
Pail Tray damaged, worn, broken, bent, rusty, tight, unworkable, or missing		
Ladder makeshift repairs, signs of deterioration, bent, warped, twisted, or bowed		
Storage Improperly stored		
Identification Marks (CSA) not visible		

Inspection Results

Continue Use

Repair

Destroy