



HUMAN RESOURCES DEPARTMENT SAFETY AND INDUSTRIAL HYGIENE UNIT	SUBJECT: CHECKLIST FOR THE USE OF LADDERS	REVISION A	PAGE 1 OF 2
TO BE USED WITH STANDARD 2600SEG107, Safety Standard for the Use of Ladders.		REVISION DATE MAR-22-06	EFFECTIVE DATE: MAR-22-06

Area	Checking Points	2600SEG107	Checked (√ o NA)
PREPARATION TO WORK WITH LADDERS	Fixed ladders approved by RSHS?	6.1.1	
	Portable ladders may not be made at the shops	6.2.1	
	Does the ladder have any defect affecting its structural integrity? If so, has the ladder been set out of service by way of a RED TAG?	6.2.2	
	Is there any electrical or conductor equipment near the area where the ladder will be used?	6.2.9	
GENERALITIES	Does it have adequate footing?	6.3.1.2	
	Are the areas above and below the ladder free from obstruction?		
	Are the steps evenly spaced?	6.3.1.2	
	Are employees forbidden from using ladders in a horizontal position as work platforms?	6.2.10	
	Are ladders used in front of doors only if the door is blocked, locked or protected?	6.2.13	
	Is it forbidden to use the upper steps?		
	Do the ladders used to access roofs protrude 3 feet from the access area?	6.2.6	
	Is the ladder tied, blocked or in any way secured so that it does not move?	6.2.15	
EXTENSION LADDERS	Is the ratio of the base/length of the ladder at ¼?	6.2.4	
	Are the two sections of the ladder less than 60 feet?		
	Are the two sections of the ladder arranged so the upper section may be raised and lowered?		
	Are double ladders over 20 feet long?		
METALLIC SCISSOR LADDERS	Is the ladder less than 20 feet long?		
	Have you checked that the ladder has no dents, bent, damaged hardware, or signs of corrosion?	6.3.1.2	
WOODEN PORTABLE LADDERS	Are all of its parts free from cutting edges, woodchips or any other hazard?	6.3.1.2	
	Is the ladder painted (is the varnish in acceptable conditions?)	6.3.1.2	
	Do the steps have anti-slip paper?	6.3.1.2	
	Are the steps free from grease?	6.3.1.2	
	Are the metallic parts lubricated?	6.3.1.2	
	Are the joints between the steps and lateral railings firm?	6.3.1.2	



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Area	Checking Points	2600SEG107	Checked (√ o NA)
	Are the spaces between the steps equal and not over 12 inches apart?	6.3.1.2	
	Is the minimum width between the lateral railings in the upper part from one inner side to the other at least 11 ½”	6.3.1.2	
MAINTENANCE AND INSPECTION	Are ladders kept in good conditions?		
	Are all metallic parts lubricated regularly?		
	Is each ladder visually inspected before using it?	6.3.1.1	
	Are inspection logs maintained and reviewed quarterly?	6.3.1.1	