

MIIA Stepladder Safety Program – Inspection Instructions

1. When to Inspect:

- OSHA requires inspection:
 1. Before initial use in each work shift.
 2. More frequently as necessary to identify any visible defects that could cause employee injury (e.g., when the ladder has been impacted by conditions (e.g., fire).
- Best practice is to inspect ladders when they are new before use.
- Inspect when instructed to by your supervisor.

2. How to Inspect – Using the MIIA Stepladder Inspection Checklists:

Sheet 1 – Check Sheet:

Check off all specific problems.

Sheet 2 – Details of Items Checked:

Provide details of any problems found on Sheet 1.

Also note if you have cleaned any areas identified on Sheet 1.

Note: Please use the attached *MIIA Stepladder Inspection Checklist* forms.

Sheet 1

MIIA Stepladder Safety Program—Inspection Checklist Sheet 1	
Check off problems below and provide details on Sheet 2	
Inspector: _____	Ladder #: _____ Height: _____
Date Inspected: _____	Sheet 2 completed: <input type="checkbox"/> no, <input type="checkbox"/> yes, <input type="checkbox"/> N/A no problems
Ladder Type <input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood <input type="checkbox"/> Aluminum	Ladder Duty Rating: <input type="checkbox"/> I (Heavy Duty) <input type="checkbox"/> II (Medium Duty) <input type="checkbox"/> IIIA (Extra Heavy Duty) <input type="checkbox"/> IIIB (Extra Heavy Duty) <input type="checkbox"/> III (Heavy Duty)
Top Cap <input type="checkbox"/> missing <input type="checkbox"/> cracked or loose <input type="checkbox"/> greasy or slick <input type="checkbox"/> other: _____	Top Step <input type="checkbox"/> cracked, gouged or bent <input type="checkbox"/> separated from feet <input type="checkbox"/> chipped or sharp edges <input type="checkbox"/> holes, dents, or splits <input type="checkbox"/> other: _____
Rear Support <input type="checkbox"/> cracked <input type="checkbox"/> warped or bent <input type="checkbox"/> not attached <input type="checkbox"/> other: _____	Front Side Rails <input type="checkbox"/> cracked, gouged or bent <input type="checkbox"/> separated from feet <input type="checkbox"/> chipped or sharp edges <input type="checkbox"/> holes, dents, or splits <input type="checkbox"/> other: _____
Label <input type="checkbox"/> missing <input type="checkbox"/> unreadable <input type="checkbox"/> other: _____	Steps/Rungs <input type="checkbox"/> missing <input type="checkbox"/> worn <input type="checkbox"/> loose <input type="checkbox"/> not secured to rail <input type="checkbox"/> dirty, greasy <input type="checkbox"/> broken, bent or dented <input type="checkbox"/> gouges, holes or splits <input type="checkbox"/> other: _____
Locking Spreader Bars <input type="checkbox"/> hinges are loose or not secure <input type="checkbox"/> locking mechanisms not intact <input type="checkbox"/> missing rivets <input type="checkbox"/> other: _____	Rung Bracing <input type="checkbox"/> broken <input type="checkbox"/> bent <input type="checkbox"/> not attached to rails <input type="checkbox"/> other: _____
Rear Braces <input type="checkbox"/> broken <input type="checkbox"/> bent <input type="checkbox"/> not attached to rails <input type="checkbox"/> other: _____	Shoes/Feet <input type="checkbox"/> missing <input type="checkbox"/> grip not solid <input type="checkbox"/> dirt caked <input type="checkbox"/> worn no more than 1/16th of pads <input type="checkbox"/> cracked or loose <input type="checkbox"/> other: _____
General <input type="checkbox"/> muddy, greasy <input type="checkbox"/> missing parts <input type="checkbox"/> rusty, corrosion <input type="checkbox"/> the front and back legs are not the same length	

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Sheet 2

MIIA Stepladder Safety Program —Inspection Checklist Sheet 2	
Provide detail on problems identified on Sheet 1	
Inspector: _____	Ladder #: _____
Date Inspected: _____	Tagged & Taken Out of Service: <input type="checkbox"/> no, <input type="checkbox"/> yes-date: _____
Top Cap • _____ • _____	Top Step • _____ • _____
Rear Support Legs • _____ • _____	Front Side Rails • _____ • _____
Label • _____ • _____	Steps/Rungs • _____ • _____
Locking Spreader Bars • _____ • _____	Rear Braces • _____ • _____
Rung Bracing • _____ • _____	Shoes/Feet • _____ • _____
General • _____ • _____	

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FOLLOW UP TO INSPECTION RESULTS

What should I do with a ladder that does not pass all parts of the inspection?

- **Clean:** any areas that are greasy, slippery, dirty, etc., and update the inspection form with any cleaning activity.
- **Post Tag:** if you cannot do the necessary cleaning, and/or if ladder parts are broken or bent, missing, or worn out:
 1. Take the ladder **out of service**.
 2. Complete the tag “Danger, Ladder Taken Out of Service.” If unsure whether it should be destroyed or repaired, write “not sure.” If you need a tag, contact your supervisor.
 3. The tag must remain on the ladder until it is repaired by a competent person or destroyed, which will be handled by your supervisor.

Prohibited:

1. Do not put any ladders back into service that need to be cleaned or repaired.
 2. Do not try to repair a ladder with a defective side rail. Ladders with bent or broken side rails must be destroyed.
- **Store the Ladder in Need of Service or Disposal** in an area where it is unlikely to be used.
 - **Contact your Supervisor for removal:** provide information on the location of the ladder to be picked up.
 - **Complete and Submit Paperwork:**
 1. Give completed *Stepladder Safety Inspection Forms A and B* to your supervisor.
 2. Log this inspection into the *Stepladder Safety Program – Inspection Tracking Log*. Keep this form on file and complete it each time the ladder is inspected. Make a copy of the *Inspection Tracking Log* available upon request.

- **Repair of an Unfit Ladder by a Competent Person:**
Before the ladder is returned to use, repairs must restore it to a condition meeting its original design criteria. Your supervisor will take care of this.
- **Destruction of an Unfit Ladder –** Your supervisor will ensure it is destroyed in a manner that renders it useless. Another person must not be given the opportunity to use a ladder that has been deemed unsafe.

Inspection Tracking Form