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.

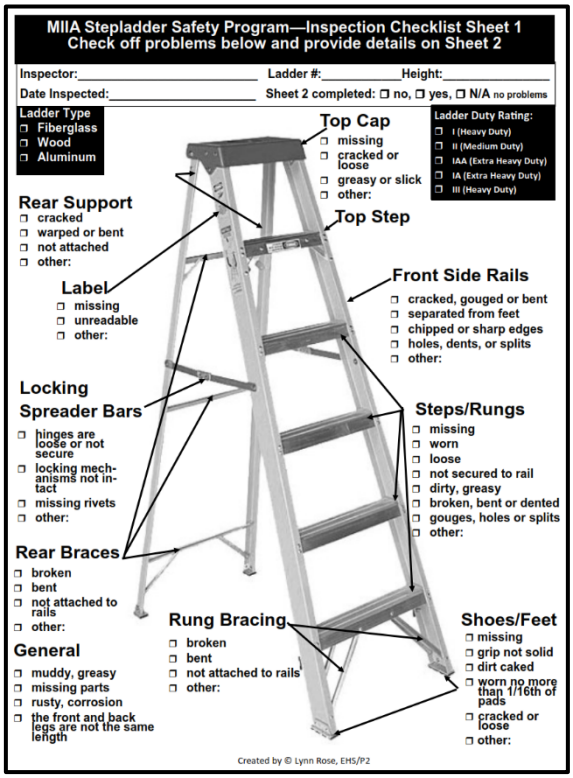
Sheet 2 – Details of Items Checked:

Provide details of any problems found on Sheet 1.

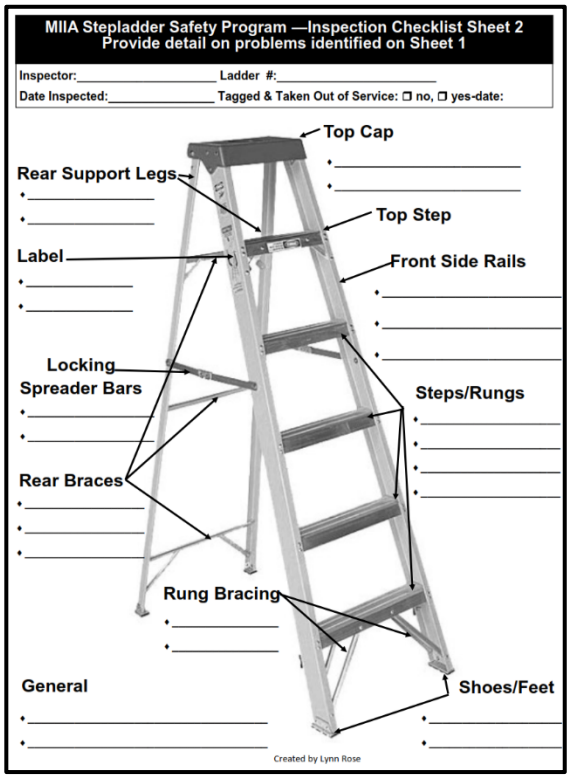
Also note if you have cleaned any areas identified on Sheet 1.

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

Sheet 1



Sheet 2



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 <u>not</u> put any ladders back into service that need to be cleaned or repaired.
  2. Do <u>not</u> try to repair a ladder with a defective side rail. Ladders with bent or broken side rails <u>must</u> be destroyed.

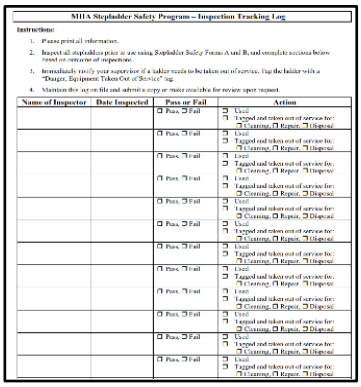
- **Store the *Ladder in Need of Service or Disposal* in an area where it is unlikely to be used**.

- **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 <u>not</u> be given the opportunity to use a ladder that has been deemed unsafe.


MIIA Stepladder Safety Program – Inspection Tracking Log

Instructions:

1. Please print all information.
2. Inspect all stepladders prior to use using Stepladder Safety Forms A and B, and complete sections below based on outcome of inspection.
3. Immediately notify your supervisor if a ladder needs to be taken out of service. Tag the ladder with a "Danger, Equipment Taken Out of Service" tag.
4. Maintain this log on file and submit a copy or make available for review upon request.

Name of Inspector	Date Inspected	Pass or Fail	Action
		☐ Pass ☐ Fail	☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal
		☐ Pass ☐ Fail	☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal
		☐ Pass ☐ Fail ☐ Pass ☐ Fail	☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal ☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal
		☐ Pass ☐ Fail ☐ Pass ☐ Fail	☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal ☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal
		☐ Pass ☐ Fail	☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal
		☐ Pass ☐ Fail ☐ Pass ☐ Fail	☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal ☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal
		☐ Pass ☐ Fail	☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal
		☐ Pass ☐ Fail	☐ Used ☐ Tagged and taken out of service for: ☐ Cleaning, ☐ Repair, ☐ Disposal

Inspection Tracking Form