

Ladder Inspection Checklist: Pre-Use Checks and Safe Set-Up

Frequency
Before each use

Completed by
Ladder user

Approved by
Supervisor

The checklist
24 checks · 4 sections

INSPECTION DETAILS

Site / area: _____ Ladder ID: _____
Ladder type: _____ Material: _____
Date and time: _____

Condition (ladder on the ground)

1.	Stiles are straight and undamaged, with no cracks, dents or bends CRITICAL Ref.: [3]	☐ Pass ☐ Fail ☐ N/A
2.	All feet are present, not worn or damaged, and clean CRITICAL Missing or worn feet can let the ladder slip. Ref.: [3] [1]	☐ Pass ☐ Fail ☐ N/A
3.	Rungs or steps are level, evenly spaced, and none are bent, worn, loose or missing CRITICAL Ref.: [3] [2]	☐ Pass ☐ Fail ☐ N/A
4.	Rungs and steps are slip-resistant and free of oil, paint, mud or ice Ref.: [2] [3]	☐ Pass ☐ Fail ☐ N/A
5.	Locking bars, spreaders and catches work and lock fully CRITICAL Ref.: [3] [2]	☐ Pass ☐ Fail ☐ N/A
6.	Stepladder platform is not split or buckled CRITICAL Mark N/A for leaning ladders. Ref.: [3]	☐ Pass ☐ Fail ☐ N/A
7.	Wooden ladder is not painted or coated in a way that hides defects Mark N/A for metal and fibreglass ladders. Ref.: [2]	☐ Pass ☐ Fail ☐ N/A
8.	The maximum load label is present and legible Ref.: [2]	☐ Pass ☐ Fail ☐ N/A

Set-up (before climbing)

9.	A ladder is suitable for this job: low risk and short duration CRITICAL Otherwise use a mobile platform or scaffold. Ref.: [1] [2]	☐ Pass ☐ Fail ☐ N/A
10.	The ladder stands on firm, level ground with the rungs horizontal CRITICAL Ref.: [1] [2]	☐ Pass ☐ Fail ☐ N/A
11.	The ladder is secured against slipping: tied at the top, footed, or fitted with an anti-slip device CRITICAL Ref.: [1] [2]	☐ Pass ☐ Fail ☐ N/A
12.	It is not standing on boxes, pallets or other unstable bases, and sections are not tied together for extra length CRITICAL Ref.: [2]	☐ Pass ☐ Fail ☐ N/A
13.	A leaning ladder rests on both stiles at the top CRITICAL Mark N/A for stepladders. Ref.: [2]	☐ Pass ☐ Fail ☐ N/A
14.	When used for access, the ladder extends far enough above the landing for a safe step-off CRITICAL OSHA: at least 3 ft (0.9 m) above the upper landing. Ref.: [1] [2]	☐ Pass ☐ Fail ☐ N/A
15.	A stepladder is fully opened and its spreaders are locked CRITICAL Mark N/A for leaning ladders. Ref.: [2] [3]	☐ Pass ☐ Fail ☐ N/A
16.	A ladder in a doorway, passageway or driveway is secured or barricaded off Ref.: [2]	☐ Pass ☐ Fail ☐ N/A

Safe use

17.	The user faces the ladder and always keeps one hand on it Ref.: [2] [1]	☐ Pass ☐ Fail ☐ N/A
18.	No tools or materials are carried that could upset the user's balance Ref.: [2] [1]	☐ Pass ☐ Fail ☐ N/A
19.	The top step and cap of a stepladder are not used as steps Ref.: [2]	☐ Pass ☐ Fail ☐ N/A
20.	The ladder is not moved, shifted or extended while someone is on it CRITICAL Ref.: [2] [1]	☐ Pass ☐ Fail ☐ N/A

21. The user plus tools stay within the ladder's maximum load

Ref.: [2]

☐ Pass ☐ Fail ☐ N/A

Result

22. If a critical check failed, the ladder is tagged "Dangerous: Do Not Use" and taken out of use **CRITICAL**

Ref.: [2]

☐ Yes ☐ No ☐ N/A

23. Every defect found has been reported to the supervisor

Ref.: [2]

☐ Yes ☐ No ☐ N/A

24. Notes and defects found

Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Ladder user

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Legal basis and references

[1] Türkiye: İş Ekipmanlarının Kullanımında Sağlık ve Güvenlik Şartları Yönetmeliği (Resmî Gazete, 25.04.2013; 23.12.2025 değişikliği dahil) — Annex II 4.1.2 (when ladders may be used) and 4.2 (use of ladders).

[2] United States: OSHA 29 CFR 1910.23, Ladders — (b)(9) inspection before use each shift; (b)(10) tag out defective ladders; (b)(11)–(13) climbing; (c) portable ladders.

[3] United Kingdom: HSE, Safe use of ladders and stepladders: how to check a ladder is safe before use — Pre-use check by the user: stiles, feet, rungs, locking mechanism, platform, treads.



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