

Use this guideline to thoroughly inspect portable ladders before each use

### Platforms



- ✓ No significant denting, bending, or twisting
- ✓ No creases, cracks, cuts, or holes
- ✓ Support bar / attachments undamaged & secure
- ✓ Linkage mechanism present and secure
- ✓ Opens & closes with no excessive play or force
- ✓ Anti-slip platform undamaged and effective
- ✓ Free from dirt, mud, paint, oil, and grease

### Rungs / Treads



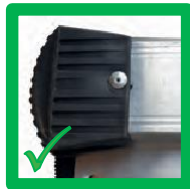
- ✓ All present and secure within stiles / ladder sections. No swaging splits
- ✓ No bends, bows, twists, or significant denting
- ✓ No creases, cracks, cuts, or holes
- ✓ Anti-slip surface undamaged and effective
- ✓ All rivets / other fixings present and secure
- ✓ Free from dirt, mud, paint, oil, and grease

### Braces / Cross Tubes



- ✓ No bending, bowing, folding, or creasing
- ✓ No twisting or rotation
- ✓ All rivets / other fixings present and secure
- ✓ No creases, cracks, cuts, or holes
- ✓ No significant denting
- ✓ No significant corrosion of components
- ✓ Swaging not split or otherwise damaged

### Fixings



- ✓ Check the condition and tightness of all fixings including screws, bolts, and rivets
- ✓ Check that there are no missing fixings
- ✓ Check the ladder around each fixing for wear and signs of damage

### Locking Catches



- ✓ Check that all fixings are in place, are tight and that there is no distortion of the stiles where the locking catches are attached
- ✓ Not bent, twisted, or corroded
- ✓ Check that they lock and unlock correctly

### Rung Hooks



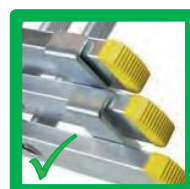
- ✓ Present & secure. No displacement, looseness
- ✓ No bending, cracks, cuts, or holes
- ✓ All rivets / other fixings present and secure
- ✓ No significant corrosion
- ✓ Fits positively on the rung

### Stiles / Frame Sections



- ✓ Not bent, twisted, or bowed
- ✓ Generally rigid and no longitudinal twisting
- ✓ Front to rear frame attachment / hinging secure
- ✓ All rivets / other fixings present and secure
- ✓ No creases, cracks, cuts, or holes
- ✓ Free from dirt, mud, paint, oil, and grease
- ✓ No significant denting or corrosion of components
- ✓ All end tips / covers correctly present and secure
- ✓ All stops/bushes and other safety restraint devices present, secure, and undamaged
- ✓ Stabilizers, where required and fitted, present, secure, and undamaged

### Guide Brackets



- ✓ Present & secure. No displacement, looseness
- ✓ No bending, cracks, cuts, or holes
- ✓ All rivets / other fixings present and secure
- ✓ No significant corrosion

### Restraint Devices



- ✓ No excessive bending / bowing
- ✓ Opens & closes with no excessive play or force
- ✓ All rivets / other fixings present and secure
- ✓ No cracks, cuts, holes, or fraying (webbing)

### Labels



- ✓ Securely attached and legible

### Feet / Tips / End Caps



- ✓ Present & secure. Correct feet & top tips fitted
- ✓ Stile ends undamaged
- ✓ All rivets / other fixings present and secure
- ✓ No distortion, cracks, cuts, or holes
- ✓ Anti-slip ground contact undamaged & effective
- ✓ Free from dirt, mud, paint, oil, & grease

### Questions?

Contact Chris Yohe, Environmental and Occupational Health and Safety Specialist Lead, at [chris.yohe@northwestern.edu](mailto:chris.yohe@northwestern.edu) or (847) 467-6342

### Failed Inspection

- ✓ Ladders that do not pass the inspection must be immediately removed from service and tagged "DANGER: DO NOT USE THIS LADDER" until repaired or destroyed
- ✓ Notify your supervisor of any ladders that do not pass inspection

**DANGER**

**DO NOT USE THIS LADDER**

REPAIRS REQUIRED  
SEE OTHER SIDE

BROKEN  
DISPOSE OF PROPERLY

SIGNED BY: \_\_\_\_\_

DATE: \_\_\_\_\_