EMORY UNIVERSITY | Environmental Health and Safety Office
Research Administration

1762 Clifton Road NE, Suite 1200
Atlanta, GA 30322
(404) 727-5922
FAX: (404) 727-9778

LADDER INVENTORY AND INSPECTION RECORD

Instructions:

- Use this form to generate an inventory of ladders used in your department and to document annual and periodic inspections.
- Any ladder identified as having structural damage, missing or loose components (e.g. rivets, rungs, bolts, cleats, or screws, non-slip safety feet, etc.); being exposed to excessive heat (e.g. fire) or corrosive substances (e.g. acids or bases); or showing signs of structural damage, missing parts, or other hazardous defect, the ladder must be immediately removed from service and marked as defective or tagged with the words "**Danger – Do Not Use**" or similar language until repairs can be made. Portable ladders that cannot be repaired must be discarded in such a manner that will render them unusable.
- Documented fixed ladder inspections must be conducted according to the following schedule:
  - Metal ladders and metal rungs imbedded in concrete that are exposed to atmospheres where corrosion and rusting may occur are to be inspected annually;
  - Wood ladders that are exposed to conditions where decay may occur are to be inspected annually;
  - All other fixed ladders are to be inspected a minimum of every five (5) years.
- Documented portable ladder inspections must be conducted at the time of purchase and annually thereafter.

Department:	Supervisor:	Date of Inspection:

General Inspection Items	
• Steps or rungs not loose, missing or damaged. • Nails, screws, bolts, rivets, step-to-side rail connections are not missing or damaged. • Wheels, pulleys, metal bearings, and other hinged or rotating parts are appropriately lubricated, operate freely and are in good condition. • Ladder is free of slippery substances or materials that may reduce the gripping surface of the step or rung, such as paint, oils, or grease. • Side rails are not bent or broken, are firmly attached and in good condition. • Ladder components have not been modified without the manufacturer's approval.	• Manufacturer's safety and duty rating labels are present and legible. • Wooden ladders are constructed of a high-density wood. • Wood components are free of sharp edges, splinters, cracks, decay, or irregularities including shake, wane and compression failures or other weaknesses. • Rungs, cleats, and steps are free of splinters, sharp edges, burrs, or any hazardous projections. • Non-slip safety feet are present and in good condition on all portable ladders and mobile ladder stands/platforms (Note: not required on wooden ladders).

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Fixed Ladders	
• Fixed ladder has a pitch range of 60 degrees and 90 degrees with the horizontal. • Wood ladders exposed to the weather are treated with a preservative. • Rungs or cleats are uniformly spaced 12 in. apart. • Grab bars do not protrude on the climbing side beyond the rungs. • Ladders more than 20 feet to a maximum unbroken length of 30 feet have cages/wells or ladder safety devices. • Cages extend at least 42 in. above the top of the landing. • All side rails used as a climbing aid have adequate gripping surface. • Landing platforms are provided when the step across distance is greater than 12 inches from the centerline of the rung of a ladder to the nearest edge of structure or equipment.	• All landing platforms are at least 24 in. by 30 in. and are equipped with standard railings and toeboards. • One rung of any section of ladder is located at the level of the landing laterally served by the ladder. • Side rails of through or side-step ladder extensions extend 3 1/2 ft. above parapets and landings and are between 18 in. and 24 in. wide. • Metal ladders and accessories are painted or otherwise treated to resist corrosion and rusting, where appropriate. • Hatch covers are counterweighted and open a minimum of 60 degrees from the horizontal. • All fastenings are integral to the design of the ladder.
Step Ladders	
• All four feet set flush on surface so the ladder is not wobbly. • Metal spreaders fully open and lock into place.	• Paint shelf is not damaged or missing, where applicable.
Single/Extension Ladders	
• Extension locks are not loose, broken or missing • Locks operate properly when ladder is extended	• Pulley, rung locks, and rope are in good condition
Specialty Ladders and Mobile Ladder Stands	
• Pins and locking mechanisms are not loose, broken or missing. • Metal spreaders fully open and lock into place (when provided on combination type ladders). • Guide brackets (when provided) are not bend or damaged.	• At least two of the four casters on mobile ladder stands are equipped with a swivel lock to prevent movement. • Toeboards (4”) are present on mobile ladder stands with a work level 10 feet or higher above the ground.

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Emory Identification Number (If applicable)	Type of Ladder	Manufacturer	Model No.	Duty Rating	Material of Construction	Compliant with Inspection Criteria?		Ladder Status if Not Compliant
						YES	NO	

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