SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Portable Ladder and Rolling Ladder Safety Checklist

Regulation: 29 CFR 1910.23(b)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Inspect the ladder before first use each shift; defect means tag it and pull it	
☐	Set it on firm, level, dry footing; spreaders locked fully open	
☐	Rolling ladder: set the wheel locks, push to test, then climb	
☐	Face the ladder, keep three points of contact	
☐	Hands empty to climb; use a hand line, a partner, or the tray for items	
☐	Belt buckle stays between the rails; climb down and move the ladder instead of reaching	
☐	Never stand above the marked top step or on the cap	
☐	Done? Locks off, walk it back to its marked storage spot, never leave it in an aisle	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Every ladder is inspected before initial use on each shift, and more frequently as necessary, for visible defects that could cause injury **29 CFR 1910.23(b)**	
☐	Any ladder with a structural or other defect is immediately tagged Dangerous: Do Not Use and removed from service until repaired or replaced **29 CFR 1910.23(b)**	
☐	Employees face the ladder when climbing, keep a grasp on the ladder, and carry no object or load that could cause a loss of balance and a fall **29 CFR 1910.23(b)**	
☐	Ladders are used only for their designed purpose: never as a bridge onto racking, a work platform for powered equipment interaction, or a base for improvised height **29 CFR 1910.23(b)**	
☐	Stepladders are climbed only fully open with the metal spreader or locking device locked, and the cap and top step are never used as steps **29 CFR 1910.23(c)**	
☐	Ladders are set up only on stable and level surfaces unless secured or stabilized, are never loaded beyond the maximum intended load, and are never moved, shifted, or extended while occupied **29 CFR 1910.23(c)**	

☐	Ladders standing in passageways, doorways, or traffic areas are secured or barricaded **29 CFR 1910.23(c)**	
☐	Rolling ladder wheel locks are engaged before climbing, the movement-impeding system works on every unit, and no rolling ladder ever moves while an employee is on it **29 CFR 1910.23(e)**	
☐	Ladders are stored in assigned locations out of aisles and egress routes, and floors under ladder setups are kept clean, dry, and free of spill and slip hazards **29 CFR 1910.22(a)**	
☐	Ladder condition and storage are covered in the regular walking-working surface inspections, and tagged ladders are repaired by a qualified person or replaced before returning to service- **29 CFR 1910.22(d)**	
☐	Shared-aisle controls (positioning, high-visibility vests, spotters or aisle closures at blind spots, truck yield rules) are in use wherever rolling ladders work in powered industrial truck aisles	

WARNINGS

Never climb a rolling ladder until the wheel locks are set and the ladder does not shift when you push it

Never use a ladder to climb onto racking or as a platform beside operating forklifts; those jobs need fall protected equipment

A tagged ladder is out of service: do not use it and do not remove the tag

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE