**Ladders Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

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| Are all ladders in good condition, no missing steps, or rungs, and all fit tightly to the side rails? |
| Are all hardware and fittings attached correctly, and moveable parts operating freely without either sticking or with too much 'give’? |
| Are there non-slip safety feet on all ladders? |
| Are ladder steps and rungs free of dirt, grease, oil, and any other material that could cause slipping? |
| Are the rungs of ladders spaced uniformly, measured at the middle of the rung, along the length of the ladder? |
| Are ladders not used in front of doorways unless doors are blocked, locked, or otherwise guarded? |
| Are ladders always placed on firm ground and checked for stability before use? |
| Are employees trained in correct ascent and descent of ladders including the 3-points of contact rule? |
| Do employees know to remove damaged or faulty ladders from service immediately (missing or loose rungs, broken rails, faulty hinges or other parts)? |
| Do employees know not to use the top step of the ladder, or to lean too far to either side when up the ladder? |
| Do portable ladders always extend three feet past the accessed elevated surface? |
| Are portable metal ladders clearly labeled: “CAUTION — Do Not Use Around Electrical Equipment” or similar wording? |

**Extension Ladder**

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| Are the guides or runners in place and free of damage? |
| Does the ladder slide freely in both directions? |
| Are the locks in place and functioning, either manual or auto-locking? |
| If an extension rope is used, is it free from knots, twists, fraying and any other damage? |
| Are the feet in place and in good condition? |
| Are the rungs all securely in place and free of damage, oil, grease etc.? |

**Step Ladder**

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| Does the locking mechanism function? |
| Are the rungs all in place and free of damage? |
| Are the feet in place and in good condition? |
| Is the step ladder placed on firm ground and stable before use? |