



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective May 9, 2005, Revised: March 6, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.016

Subject: Procedure for Inspecting Ladders


Purpose and Scope: To ensure that personnel have the knowledge to properly inspect ladders for safe use.


Procedures: Ladders should be inspected before each use.

1. Observe general condition. Is the ladder clean and dry, free from oil, mud, etc.?
2. Visually inspect the ladder for cracks.
3. Check for missing, bent, or loose rungs.
4. Ladders should never be painted, as this could hide dangerous defects.
5. Ensure no steps are damaged or bent.
6. Check footpads and ensure they are clean and securely fastened. All ladders should have slip-resistant rubber or plastic feet.
7. If a ladder is damaged, notify supervisor to remove from service and replace.

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