

NRCA Safety Manual  
 Chapter Twenty One:  
 Ladders and Stairways Checklist



NATIONAL ROOFING CONTRACTORS ASSOCIATION Y **CNA** COMMERCIAL INSURANCE

<b>Pre-job</b>			
1.	Will ladders be required to access the roof on this project?	Y	N
2.	Are ladders available that are capable of accessing the eave height plus 3 feet?	Y	N
3.	Have all ladders been inspected by a competent person for defects prior to their use?	Y	N
4.	Does the roof have adjacent level variations of 19 inches or more that will be accessed from other roof levels?	Y	N
5.	Have provisions been made for the use of ramps, stairs or ladders to access the areas of level variation?	Y	N
6.	Are electric hazards such as power lines present in the area where ladders will be set up?	Y	N
7.	If the answer to #6 is yes, are ladders available with nonconductive siderails for those situations?	Y	N
8.	Have employees been trained in the proper use of ladders?	Y	N
<b>Job-in-progress</b>			
9.	Are ladders placed correctly on the jobsite, with the base one foot out from the wall for every four feet of height?	Y	N
10.	Is the top of the ladder 3 feet over the top of the roof surface at the eave or secured to a support with a hand grab for workers to use?	Y	N

11.	Do all workers face the ladder as they ascend or descend it?	Y	N
12.	Are workers hands free to grasp the siderails as they ascend or descend the ladder?	Y	N
13.	Are ladders removed at the end of the day to prevent use by unauthorized persons?	Y	N
14.	Are damaged ladders placed out-of-service and/or removed from the jobsite?	Y	N
15.	Are barricades in place to block access to ladder setup areas by unauthorized persons?	Y	N
	<b>Post-job</b>		
16.	Have all ladders been inspected to find any damage that may have occurred during the course of the project?	Y	N
17.	Did any ladder-related safety incidents occur during the course of the project that indicate that worker-ladder retraining is necessary?	Y	N