This Fall Prevention Inspection Form is specific to Employer Location, in accordance with (Employer name) policies and procedures as outlined in the Fall Prevention Program:

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| --- |
| Location/Department: |
| Date plan prepared or modified: |
| Inspection form complete by:(Designated competent person) | Name:Job title: |
| Inspection form approved by: | Name:Job title: |
| Inspection form supervised by:(Designated competent person) | Name:Job title: |

# IDENTIFIED FALL HAZARDS (CHECK THOSE THAT APPLY)

|  |  |
| --- | --- |
| 1. Elevated work surfaces (docks, mezzanine, machines) 4 or more feet above lower level.
 |  |
| 1. Working above hazardous operations (hazardous equipment)
 |  |
| 1. Roof tops – lack of guardrails or parapets (walls)
 |  |
| 1. Openings, holes, or skylights to a lower level
 |  |
| 1. Pits, vaults, conveyors, wells, and chutes, etc.
 |  |
| 1. Stairways – lack of sturdy guardrails/railings
 |  |
| 1. Ladder use – proper type and rating
 |  |
| 1. Changes in surfaces or floor surfaces
 |  |
| 1. Other:
 |  |

**CORRECTIVE ACTIONS THAT WILL BE TAKEN TO PREVENT FALLS**

Address ALL identified above fall hazards using the below hierarchy. Try to address the fall hazards using the first two priorities, whenever feasible. Also, try to address each fall hazard using two (2) or more actions and priorities. This will help ensure fall hazards are adequately controlled.

1. **Priority 1: Eliminate fall hazards** (e.g., perform work at ground level or use tools to eliminate work above ground level)
	1. Hazard # Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Priority 2: Fall Protection Systems** (e.g., install physical barriers to prevent falls)
	1. Hazard# Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Priority 3: Fall/travel restraint (fall restraint)** (e.g., restraint system with full-body harness, lanyard, and anchor to prevent falls)
	1. Hazard# Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Priority 4: Personal Fall Arrest Systems (PFAS)** (e.g., personal fall arrest system)
	1. Hazard# Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Priority 5: Designated Areas** (e.g., warning lines)
	1. Hazard# Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# WORKSITE CHECKLIST – Identify and correct hazards

|  |  |  |
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| **STAIRWAYS** | **Corrective action needed** | **Acceptable** |
| Stairways with four or more stairs are equipped with stair rails or handrails |   |   |
| Vertical clearance above any stair tread to any overhead obstruction is at least 6 feet 8 inches |   |   |
| Stairways are at least 22 inches wide  |   |   |
| Stairs have uniform riser heights and tread depths between landings  |   |   |
| Tread depth is a minimum of 9.5 inches |   |   |
| Riser height is a maximum of 9.5 inches |   |   |
| Riser heights are uniform from top to bottom  |   |   |
| Each stair can support at least five times the normal anticipated live load, but never less than a concentrated load of 1,000 pounds (454 kg) applied at any point |   |   |
| Steps are slip-resistant  |   |   |
| Landing platforms are at least 30 inches in the direction of travel  |   |   |
| Landing platforms provide at least 20 inches of space beyond an open door   |   |   |
| Landings are the same width as stairs  |   |   |
| Handrails are 30-34 inches above the stair treads  |   |   |
| Handrails have at least 3 inches of open space from wall  |   |   |
| Handrails can withstand a load of 200 pounds within 2 inches of the top edge  |   |   |
| Stair exits that open into vehicle traffic have barriers and warning signs  |   |   |
|   |   |   |
| **LADDERS** | **Corrective action needed** | **Acceptable** |
| Ladders are in good repair and free of slippery surfaces |   |   |
| Ladders are clean and not painted in a way that hides defects |   |   |
| Ladders have UL-approved seal and are designed to carry worker weights |   |   |
| Ladders are used on a level, stable and non-slippery surface |   |   |
| Ladders are only used for the purpose they were designed for (not tied together) |   |   |
| Metal ladders are not used around power lines or near electrical equipment |   |   |
| Ladders are not used near doors or similar hazards |   |   |
| Ladders are not used horizontally like a platform |   |   |
| Ladders are not moved or shifted while a worker is on it |   |   |
| Workers always face the ladder when climbing and working |   |   |
| Workers use tool belts or hand lines to keep hands free when climbing ladders |   |   |
| Workers travel up and down ladders using 3-point contact always |   |   |
| Workers keep body inside the side rails (do not lean out beyond the side rails) |   |   |
| No work is performed during windy conditions |   |   |
| Routine ladder inspections are performed and documented |   |   |
| All manufacturer labels are legible  |   |   |
|   |   |   |
| **STEPLADDERS**  | **Corrective action needed** | **Acceptable** |
| Stepladders are used fully open with spreaders locked in place |   |   |
| The rear is never used for climbing or cross-bracing unless designed for that purpose |   |   |
| Workers never stand on the top cap or top step |   |   |
|   |   |   |
| **EXTENSION LADDERS** | **Corrective action needed** | **Acceptable** |
| Extension ladder rails extend 3 feet above the landing it rests on |   |   |
| The base is positioned away from the wall at least 1/4 (a 1:4 ratio) of the landing height (e.g., for every 4 feet of height the base should be 1 foot out from the wall) |   |   |
| Ladders used for egress are secured  |   |   |
|   |   |   |
| **FIXED LADDERS/CLEATS** | **Corrective action needed** | **Acceptable** |
| Fixed ladders/cleats are structurally sound  |   |   |
| Ensure that fixed ladder anchors are in good condition (no rust, secured, not damaged)  |   |   |
| Fixed ladders/cleats meet the required design distances |   |   |
| Fixed ladder handrails extend 42 inches above landing/step-off surface |   |   |
| Fixed ladder safety systems have been inspected and are being used (cages/ladder ascent systems) |   |   |
| Fixed ladder systems have a rest/landing platform every 50 foot |   |   |
| Fixed ladders in excess of 24 feet (installed before 11/2018) may use a personal fall arrest system, ladder safety system, cage, or well |   |   |
| Fixed ladders in excess of 24 feet (installed after 11/2018) must use a personal fall arrest system or a ladder safety system. All fixed ladders must be converted by 11/2036 |   |   |
|   |   |   |
| **GUARDRAILS**  | **Corrective action needed** | **Acceptable** |
| Guardrails at 42 (+/ -3) inches above the working surface with a 21-inch (+/- 3) for midrails |   |   |
| Guardrails can withstand, without failure, a load of 200 pounds within 2 inches of the top edge |   |   |
| Midrails and added structures can withstand a load of 150 pounds |   |   |
| Top rails and midrails must be at least 1/4 inch in diameter |   |   |
| If wire rope is used, then it is flagged every 6 feet with a high-visibility material |   |   |
| All open sides have a minimum 3.5-inch high toe-board where falling object protection is needed |   |   |
| Openings between railings do not exceed 19 inches |   |   |
| Self-closing gates are used at access points |   |   |
|   |   |   |
| **HOLES, SKYLIGHTS, ROOF ACCESS HATCH** | **Corrective action needed** | **Acceptable** |
| Skylights near work are protected by a skylight screen or standard guardrail system |   |   |
| A guardrail system is erected around the hole or skylight (a personal fall arrest system is an alternative) |   |   |
| Holes near work area are protected by a cover labeled ‘Hole” |  |  |
|   |   |   |
|  **AERIAL LIFTS – MOBILE ELEVATED WORK PLATFORMS (MEWP)** |  **Corrective action needed** |  **Acceptable** |
| Aerial lifts are operated by a trained and qualified person in accordance with manufacturer’s instructions |   |   |
| Aerial lifts are in good repair and inspected by a competent person prior to use |   |   |
| All open sides have a guardrail with a mid-rail or full enclosure |   |   |
| Operators use a full body harness with a retractable lanyard attached to the engineered anchor point on the boom or basket. |   |   |
| Lift is not moved with a worker elevated (unless permitted by manufacturer) |   |   |
| Aerial lifts are properly stabilized on firm, level surfaces and away from hazards |   |   |
| Lifts are operated at least 10 feet away from energized overhead power lines |   |   |
| Brakes are set and wheels chocked when on an incline |   |   |
| Outriggers are used, if provided |   |   |
| Load limits are not exceeded |   |   |
| No work is performed during windy conditions |   |   |
|   |   |   |
| **FALL/TRAVEL RESTRAINT SYSTEMS (including positioning systems)**  | **Corrective action needed** | **Acceptable** |
| Workers are trained on proper use and care of fall/travel restraint systems |   |   |
| Workers are using an approved safety harness and equipment that have been inspected for wear, damage, and deterioration prior to use |   |   |
| Defective components are removed from service |   |   |
| The anchor point and lanyard and/or lifeline are approved and capable of withstanding at least 3,000 pounds per attached worker |   |   |
| The fall/travel restraint system will prevent the worker from falling downward |   |   |
| Positioning devices are set up so a worker cannot free fall more than 2 feet |   |   |
|   |   |   |
| **PERSONAL FALL ARREST SYSTEMS** | **Corrective action needed** | **Acceptable** |
| Workers are trained on proper use and care of fall arrest systems |   |   |
| Workers are using an approved safety harness and equipment inspected for wear, damage & deterioration prior to use. Defective components are removed from service. |   |   |
| The anchor point and lanyard and/or lifeline are approved and capable of withstanding at least 5,000 pounds per attached worker |   |   |
| The fall arrest system will limit the maximum arresting force to 1,800 pounds |   |   |
| The system is rigged so a worker cannot free fall more than 6 feet nor contact a lower level or hazard |   |   |
| Anchor points are designed, installed & used under the supervision of a qualified person |   |   |
| Horizontal and vertical lifelines are designed, installed, and used under the supervision of a qualified person |   |   |
| Vertical lifelines can be locked in both directions and are protected from cuts or abrasion |   |   |
| Self-retracting lifelines or lanyards that limit free falls to 2 feet or less are designed to withstand a force of 3,000 pounds, fully extended |   |   |
| Lanyards, lifelines, and harnesses are made of synthetic fibers (ropes/straps) |   |   |
| Snap hooks are locking type designed to prevent disengagement |   |   |
|   |   |   |
| **FALL ARREST RESCUE EQUIPMENT** | **Corrective action needed** | **Acceptable** |
| Fall arrest rescue equipment and procedures are in place when fall arrest equipment are used |   |   |
| Workers using fall arrest equipment are monitored |   |   |
| Adequately trained personnel, rescue equipment and plans are available and in place to rescue a worker from an arrested fall (Calling 911 is not a rescue plan) |   |   |
| First aid equipment is available onsite |   |   |
|   |   |   |
| **DESIGNATED AREA/WARNING LINES (a last resort)**  | **Corrective action needed** | **Acceptable** |
| Is erected as close to the work area as the task allows |   |   |
| Employees remain within the designated area while work is taking place.  |   |   |
| The perimeter of the designated area is protected by a warning line consisting of rope, wire, tape, or chain and has a breaking strength of at least 200 pounds |    |    |
| The rope, wire or chain is within 34 to 39 inches above the walking working surface. |   |   |
| Is erected not less than 6 feet from the roof edge for work that is both temporary and infrequent, or not less than 15 feet for other work. |   |   |
| Is clearly visible from a distance of 25 feet and anywhere within the designated area. |   |   |
| Is supported in such a manner that pulling on one section of the line will not result in slack being taken up in adjacent sections causing the line to fall below 34 inches. |   |   |
| May be installed at least 6 feet from the edge of repair pits, service pits or assembly pits less than 10 feet in depth |   |   |
| Warning lines are positioned at 10 feet from unprotected side or edge if mobile mechanical equipment is used.  |  |   |

# LADDER INSPECTION FORM

Inspection date: Inspection completed by:

If items 1-9 and 11 are unchecked, then mark ladder as defective/damaged with a “Do Not Use” tag or similar until repaired.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Ladder #1** | **Ladder #2** | **Ladder #3** | **Ladder #4** | **Ladder #5** | **Ladder #6** |
| Ladder ID number |  |  |  |  |  |  |
| Size, Type, Construction |  |  |  |  |  |  |
| 1. Warning labels legible |  |  |  |  |  |  |
| 2. No broken or missing rungs |  |  |  |  |  |  |
| 3. No broken, split, or missing rails |  |  |  |  |  |  |
| 4. No corrosion |  |  |  |  |  |  |
| 5. Feet intact and operational |  |  |  |  |  |  |
| 6. No loose bolts/rivets |  |  |  |  |  |  |
| 7. No cracks in fiberglass or wood |  |  |  |  |  |  |
| 8. No deformation/dents in rails/bracing |  |  |  |  |  |  |
| 9. Locking bar/ device operational |  |  |  |  |  |  |
| 10. Repairs made during inspection |  |  |  |  |  |  |
| 11. Ladder in good condition & can be used |  |  |  |  |  |  |

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