

Fall Job Hazard Analysis Checklists

Yes	No	Scaffolding Checklist	Notes
		1. Is a competent person present during the erection, alteration, movement, and disassembly of the scaffold system?	
		2. Are all scaffold systems inspected on a regular basis?	
		3. Are all scaffold systems erected in accordance with manufacturers' recommendations?	
		4. Is equipment being used for ways it was not intended?	
		5. Is the scaffold base erected in a firm foundation, or adequate sill/pad?	
		6. Is the scaffold system, plumb, level, rigid and square?	
		7. Are all cross/support braces properly installed?	
		8. Are all scaffolds components compatible with each other?	
		9. Are all pins, clips and locking mechanisms installed and operating correctly?	
		10. If required, is the scaffold system secure/tied to the wall or structure at the proper interval? (30' horizontal/24' vertical)	
		11. Are outriggers installed on freestanding scaffolds, which exceed 4 times their minimum base width vertically (in some states plans it is 3 times the base width), and are they locked into place?	
		12. Is a safe means of access provided to working level via a ladder, ramp, or stairway?	
		13. Are guardrails or other forms of fall provided when are exposed to falls in excess of the Subpart "L" standard?	
		14. Is the working surface properly planked/decked with scaffold grade material?	
		15. Are the working surface, guardrails, and access/egress maintained in a clean and non-slippery condition to avoid slip hazards?	
		16. Is the scaffold system overloaded?	
		17. For suspended scaffolds, are the pulley, motor, anchors and fall protection systems in place and operating correctly?	
		18. Is rigging correct on the suspended scaffold system?	

		19. Are the tiebacks sized, installed, anchored and inspected to ensure their effectiveness?	
		20. Are all inspection requirements recommended by the manufacturer being performed?	
		21. Are heavy loads placed over bearing portions of the scaffold assembly, and not in the center of the work surface?	
		22. Are all defective scaffold components tagged and immediately removed from service to be repaired or destroyed?	
		23. Are employees trained on scaffold use, erection and inspection?	
Yes	No	Ladders Checklist	Notes
		1. Is the correct ladder for the job been used?	
		2. Are ladders inspected before use?	
		3. Are metal ladders prohibited near electrical sources?	
		4. Are stepladders being placed against the wall, in a closed position, which can cause them to slide out underneath a worker?	
		5. Are extension ladders secured at the top, and bottom if possible?	
		6. Is the extension ladder installed at the correct angle (the 1 to 4 rule)	
		7. Do side rails extend 3' above the working surface?	
		8. Are ladders being overloaded?	
		9. Is the extension ladder overloaded?	
		10. Are materials being hoisted by a line, and not by the individual climbing the ladder?	
		11. Is the three-point-contact rule being followed? (i.e., both feet and one hand or both hands and one foot)	
		12. Never allow two ladders to be tied together!	
		13. Are all damaged ladders immediately tagged and repaired or destroyed?	
		14. Are ladder feet placed on a firm foundation?	
		15. Are proper climbing/working procedures being followed?	
		16. Never allow an individual to "bounce" or walk a stepladder to move it!	

		17. Are stepladders used in the fully open position only?	
		18. Are individuals working on the correct side of a stepladder?	
		19. Are all hinges, spreaders, locks and feet on in serviceable condition?	
		20. Never allow any ladder to be used in the horizontal position as a scaffold plank or work! Platform	
		21. Are ladders with broken or missing rungs or split side rails, tagged and taken out of service or destroyed?	
		22. Are access/egress areas around the top and bottom of the ladder kept clear?	
		23. Are all ladders inspected regularly?	
		24. Are filler blocks placed between the cleats of job made ladders?	
		25. Where simultaneous two-way traffic can be inspected, is there a double cleat ladder installed?	
		26. Does the design and assembly of the job built ladder meet the requirements of ANSI Standard A14.4?	
Yes	No	Roofing (Including Skylights) Checklist	Notes
		1. Are all skylights/roof openings protected by covers or guardrails? Note: Most glass or plastic covers on skylights will not meet the structural requirements of a cover, check with manufacturer. To be safe, the installation of a proper cover or guardrail is recommended.	
		2. Is there a warning line in place?	
		3. Is there a safety monitor in visual/verbal range of employees?	
		4. Is all mechanical equipment kept inside the warning line?	
		5. Is the hoist area protected with a guardrail system?	
		6. Are employees below the hoist area protected from falling objects/material?	
		7. Are guardrails, safety nets or personal fall arrests systems in use on roofs that exceed a 41/2 pitch?	
		8. Are employees working on surfaces, which are hazardous because of poor footing due to frost, ice, or mildew?	
		9. Are employees working in hazardous conditions such as high winds, poor visibility or inclement weather?	
		10. Is there a safe/secure access to the roof via stairs or a secured ladder?	

Yes	No	Falls From A Floor (One Level to the Next) Checklist	Notes
		1. Are all holes covered with structurally appropriate, marked and secured covers?	
		2. Are all exposed edges protected with a guardrail system?	
		3. When guardrails are not installed, are personal fall arrest, safety nets or fall restraining systems in place and being used?	
		4. Are windows or wall openings, where the lower sill is below 39 inches from the walking/working surface, protected with a guardrail system?	
		5. Are removable sections of the guardrails for incoming materials replaced and structurally sound after materials are loaded?	
		6. When guardrails are removed for incoming materials, are alternate fall protection measures being used (i.e., personal fall restraint or safety nets)?	
		7. Are toe boards installed to protect employees below from falling objects?	