



# Step Stool Inspection Checklist

Complete

<b>Score</b>	54 / 57 (94.74%)	<b>Flagged items</b>	3	<b>Actions</b>	2
<b>Conducted on</b>					25.03.2026
<b>Location</b>					256 E Pettit Ave, Fort Wayne, IN 46806, USA (41.0387865, -85.1343564)
<b>Prepared by</b>					Jalen Alexander
<b>Department/Team</b>					EHS Department
<b>Role/Position</b>					Safety Manager
<b>Equipment ID</b>					SS-HSP-0042

## Flagged items & Actions

3 flagged, 2 actions

### Flagged items

3 flagged, 2 actions

Step Stool Inspection / Structural Integrity and Stability / Structural Integrity

**Is the ladder free from corrosion, rust, or material deterioration?**

No



Photo 1

**To do** | Assignee: SafetyCulture Staff | Priority: Medium | Due: 01.04.2026 12:40 PST | Created by: SafetyCulture Staff

Remove rust from step stool — SS-HSP-0042

Step stool SS-HSP-0042 has been found to have rust present on its frame/surface. Rust must be treated and removed.

Step Stool Inspection / Steps and Platform Condition / Cleanliness and Surface Safety

**Are step surfaces free from oil, grease, dirt, dust, and loose debris?**

No

Step Stool Inspection / Feet and Base Condition / Base Condition and Stability

**Does the base of the ladder make full and stable contact with the ground?**

No

Right side of the base isn't in full contact



Photo 2

**To do** | Assignee: SafetyCulture Staff | Priority: High | Due: 01.04.2026 12:35 PST | Created by: SafetyCulture Staff

Repair step stool base — SS-HSP-0042  
Priority

Step stool SS-HSP-0042 failed base inspection. Not all the feet are making full contact with the floor surface. Stool should be taken out of service immediately and base repaired

### Other actions

0 actions

<b>Step Stool Inspection</b>	3 flagged, 2 actions, 52 / 55 (94.55%)
Structural Integrity and Stability	1 flagged, 1 action, 7 / 8 (87.5%)
Side Rails and Frame Condition	2 / 2 (100%)
<b>Are the side rails free from cracks, bends, or breaks?</b>	Yes
<b>Are all frame components intact, with no deformation, warping, or missing parts?</b>	Yes
Structural Integrity	1 flagged, 1 action, 2 / 3 (66.67%)
<b>Are there no signs of structural fatigue, stress damage, or previous repairs that could compromise integrity?</b>	Yes
<b>Is the ladder free from corrosion, rust, or material deterioration?</b>	No
	
Photo 1	
<b>To do</b>   Assignee: SafetyCulture Staff   Priority: Medium   Due: 01.04.2026 12:40 PST   Created by: SafetyCulture Staff	
Remove rust from step stool — SS-HSP-0042	
Step stool SS-HSP-0042 has been found to have rust present on its frame/surface. Rust must be treated and removed.	
<b>Does the ladder stand stable and level without wobbling when positioned for use?</b>	Yes
Joints and Fasteners	1 / 1 (100%)
<b>Are all joints, connections, and fasteners secure and not loose?</b>	Yes
Load Label	2 / 2 (100%)
<b>Is the maximum load rating label present?</b>	Yes
<b>Is the maximum load rating clearly legible?</b>	Yes
<b>Indicate the maximum load rating.</b>	Max. load: 136 kg / 300 lbs
Steps and Platform Condition	1 flagged, 9 / 10 (90%)
Step Condition and Alignment	3 / 3 (100%)

<b>Are all steps securely attached, undamaged, and evenly aligned?</b>	Yes
<b>Are step edges intact without sharp edges or cracks?</b>	Yes
<b>Are all step fasteners or rivets present and properly secured?</b>	Yes
Cleanliness and Surface Safety	1 flagged, 2 / 3 (66.67%)
<b>Are step surfaces free from oil, grease, dirt, dust, and loose debris?</b>	No
<b>Are the steps dry and not slippery?</b>	Yes
<b>Are anti-slip treads present and in good condition?</b>	Yes
Top Platform Condition (If applicable)	4 / 4 (100%)
<b>Is the top platform secure?</b>	Yes
<b>Is the top platform undamaged?</b>	Yes
<b>Is the top platform clean?</b>	Yes
<b>Is the top platform unobstructed?</b>	Yes
Feet and Base Condition	1 flagged, 1 action, 8 / 9 (88.89%)
Feet Condition	4 / 4 (100%)
<b>Are anti-slip feet present?</b>	Yes
<b>Are anti-slip feet securely attached?</b>	Yes
<b>Are the ladder feet free from excessive wear or damage?</b>	Yes
<b>Are ladder feet free from contamination (i.e. oil, grease, or mud)?</b>	Yes
Rubber / Anti-Slip Pads	3 / 3 (100%)
<b>Are the rubber or anti-slip pads intact and securely attached?</b>	Yes
<b>Are the rubber or anti-slip pads flexible and not hardened?</b>	Yes
<b>Are the rubber or anti-slip pads free from deterioration or damage?</b>	Yes

Base Condition and Stability	1 flagged, 1 action, 1 / 2 (50%)
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<b>Is the base free from cracks or structural damage?</b>	Yes
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<b>Does the base of the ladder make full and stable contact with the ground?</b>	No
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Right side of the base isn't in full contact



Photo 2

**To do** | Assignee: SafetyCulture Staff | Priority: High | Due: 01.04.2026 12:35 PST | Created by: SafetyCulture Staff

Repair step stool base — SS-HSP-0042  
Priority

Step stool SS-HSP-0042 failed base inspection. Not all the feet are making full contact with the floor surface. Stool should be taken out of service immediately and base repaired

Moving or Specialized Components (If applicable)	11 / 11 (100%)
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Kick Stool Wheels and Springs	6 / 6 (100%)
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<b>Are the kick stool wheels and spring mechanisms functioning properly?</b>	Yes
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<b>Do the wheels move smoothly when the stool is not under load?</b>	Yes
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<b>Do the wheels retract when weight is applied to stabilize the stool?</b>	Yes
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<b>Are the wheels free from visible damage or obstruction?</b>	Yes
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<b>Are springs free from visible damage or obstruction?</b>	Yes
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<b>Do the springs activate properly to lower the anti-slip base when stepped on?</b>	Yes
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Spreader Bars	1 / 1 (100%)
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<b>Are spreader bars fully functional and able to lock securely?</b>	Yes
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Hinges and Locking Mechanisms	3 / 3 (100%)
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<b>Do hinges operate smoothly without excessive play, rust, or</b>	Yes
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damage?	
<b>Do all locking mechanisms engage fully and hold the ladder securely in position?</b>	Yes
<b>Are locking devices clearly visible and easy to engage?</b>	Yes
Component Condition	1 / 1 (100%)
<b>Do all moving parts operate without obstruction, unusual resistance, rust, or damage?</b>	Yes
Identification and Asset Control	5 / 5 (100%)
Inspection Labels	2 / 2 (100%)
<b>Is the inspection tag or label current and up to date?</b>	Yes
<b>Is the last inspection date recorded?</b>	Yes
<b>Indicate the last inspection date.</b>	14.09.2025
Asset and Maintenance Records	3 / 3 (100%)
<b>Is the ladder included in the organization's asset register?</b>	Yes
<b>Is the repair history recorded?</b>	Yes
<b>Are inspection records accessible for verification during audits?</b>	Yes
Training and Competency	6 / 6 (100%)
To be completed by a supervisor or safety manager only.	
<b>Is the inspector or user trained and competent in ladder safety procedures?</b>	Yes
<b>Has the user been instructed on proper ladder setup and use?</b>	Yes
<b>Has the user been trained to recognize ladder hazards and defects?</b>	Yes
<b>Are training records available?</b>	Yes
<b>Are training records current?</b>	Yes
<b>Are refresher trainings conducted periodically for ladder</b>	Yes

<b>safety?</b>	
Action if Defects Are Found	6 / 6 (100%)
Removal from Service	3 / 3 (100%)
<b>If defects are identified, is the ladder immediately removed from service?</b>	Yes
<b>Is an out-of-service tag applied to the equipment?</b>	Yes
<b>Is the defective ladder quarantined to prevent accidental use until repaired?</b>	Yes
Corrective Action and Documentation	3 / 3 (100%)
<b>Is corrective action initiated promptly?</b>	Yes
<b>Are inspection findings recorded and retained for audit and incident review?</b>	Yes
<b>Are repairs or replacements documented before the ladder is returned to service?</b>	Yes

**Is the ladder or step stool overall in safe condition for use based on the inspection findings?**

Yes

After minor repairs.

**Can the ladder or step stool be safely returned to service after this inspection?**

Yes

**Additional Comments**

**Inspector Signature**



Jalen Alexander  
25.03.2026 12:42 PST

**Supervisor Signature (if applicable)**



Mike Daigneault  
25.03.2026 12:44 PST

## Media summary



Photo 1



Photo 2