

Safe use of ladders – Pre use checklist and guide

Is a ladder the right equipment for the job?

Ladder ID:

Question	Y	N
Is the work of short duration (15-30mins)		
Are you able to maintain 3 points of contact with the ladder		
Are suitable and sufficient handholds available		
Can other measures be used to secure the user where a handhold is not available		
Are you able to conduct the task without overreaching		
Are you able to maintain the correct 1 in 4 angle		

If the answer to any of the above questions is **NO** then you should reconsider whether a ladder is the most appropriate access equipment. If a ladder is suitable then:

Question	Y	N
Has the right ladder been selected		
Is the ladder of industrial standard		
Is the ladder Identity mark/ladder tag in place, legible and inspections current		
Have you been trained to work with ladders		
Have you completed the pre-use checklist below		
Is the location suitable for the use of a ladder		
Is the ground suitable for the use of a ladder		
Have other risks been considered i.e. vehicle movement, people working below, overhead cables, bad weather		

If any of the above answers are no then **NO** then work on a ladder must be suspended.

Question	Y	N
Are additional measures necessary to secure the ladder		
Are ladder ties required		
Is a ladder standoff required		
Are other ladder stabilising devices required		

Note:

Any defects identified must be reported immediately and the ladder removed from use.

Defective ladders must be tagged accordingly to prevent further usage.

Repairs to be carried out only by a competent person or the manufacturer.

Usage of this ladder assumes that there are no defects present.

Pre use checklist

Item	Checks	Yes	No	Comments
Stiles	Bent			
	Split			
	Damaged			
Feet	Missing			
	Worn			
	Damaged			
Rungs	Bent			
	Missing			
	Loose			
Locking Bars	Bent			
	Worn			
	Damaged			
Step Platform	Split			
	Buckled			
	Damaged			
Steps/Treads	Contaminated			
	Worn			
	Loose fittings			
	Slippery			
Ancillary Equipment	Missing			
	Worn			
	Damaged			
	Bent			
	Split			
	Buckled			
	Contaminated			