

Ladder/Step-ladder Inspection Check list



When using a ladder or step-ladder always ensure it is positioned on firm, level, clean, and un-slippery ground. Always keep both feet on the same rung and stay within the stiles throughout your task. No works to be undertaken on the top 3 rungs on Ladders and step-ladders.

I.D No: _____ Ladder/Step _____
 Users Name: _____ Week Commencing: _____

	M	T	W	T	F	S	S
Daily Checks							
Feet – Missing, Damaged or Worn?							
Feet – Contamination to affect performance?							
Stiles – Evidence of Cracks, Warping?							
Rungs – Warped, Missing or Broken?							
Tie Rods (step ladders) – Missing or Damaged?							
Missing/damaged hinges, screws missing damaged welds-etc.							
Contaminants – Paint on wooden ladders, mud, grease, oil							
Pre-Working Checks – Ladders							
Max weight being transported – specify weight against S.W.L							
Ladder angle 75° (1 out for 4 up)							
Secured (footing only as a last resort)							
Level/Stable Ground							
Maximum work duration							
Step-Ladders							
Max weight being transported – specify weight against S.W.L							
Steps fully open and angles locked.							
Level/Stable Ground							
Maximum work duration							

Defects Do Not use and report:

Weekly inspection comments:

Manager Signature: _____ Date: _____
 Auditors Signature: _____ Date: _____