



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

SAFE@WORK

PORTABLE LADDER INSPECTION CHECKLIST

Inspection Team Members: _____

Location/Room No: _____ Supervisor: _____ Date: _____

Ladder ID or Name: _____

Requirements for Ladder Markings

All ladders must have the following information permanently marked in a prominent position:

- The name of the Australian manufacturer or importer (whether the ladder has been made for sale or otherwise).
- In the largest lettering practicable, the duty rating (i.e. 'INDUSTRIAL' or 'DOMESTIC' as appropriate), the words 'This ladder is intended to carry a maximum load of' and the load rating in kilograms.
- The working length of the ladder (the closed and maximum working lengths for extension type ladders).
- In the largest lettering practicable, the words 'DO NOT USE WHERE ELECTRICAL HAZARD EXISTS'.
- On double-sided stepladders, the words 'TO BE USED IN THE FULLY OPEN POSITION ONLY'.
- A warning against standing on those treads or rungs which would represent an unsafe working position. Such markings shall warn against standing any higher than the third top rung on a single or extension ladder and on stepladders, not being a platform stepladder, the second top tread.

Instructions:

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- If the section is not marked with "is this section relevant" it is applicable to all laboratories. All other sections should be completed for the area being inspected if they are applicable.
- Any corrective actions which cannot be immediately resolved are to be entered into the SafetyNet Hazard-Incident Report Form at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write "Completed" in the column with the heading "SAFETYNET REF.NO".
- If a maintenance number has been identified please enter the BEIMS number in the column with the heading "SAFETYNET REF.NO".

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
General Ladder Inspection Criteria					
Is the ladder free from breaks and bends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the ladder intact, with no parts missing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are the rungs/treads of the ladder firmly fitted and free of excessive dents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all connections of rungs/treads to the ladder stiles intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are the feet of the ladder in good condition and fitted securely (i.e. no missing or excessively worn feet)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are any operating ropes in good condition (i.e. no signs of fraying, wear, rot or other damage evident)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all pivoting or rotating surfaces of the ladder (including pulleys in the case of extension ladders) lubricated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
General Ladder Storage Criteria					
Is the ladder stored in or on a rack when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the ladder storage rack have sufficient points of support to avoid sagging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the ladder free of any materials placed in or upon it whilst stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Timber Ladders Is this section relevant? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, go to next section)					
Is the ladder free from splits, chips, fractures and compression failures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the ladder free of evidence of termites, borers and decay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do all moving parts operate freely without bending or play?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all fittings and rungs/treads tight and securely attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the ladder stored in a well-ventilated place (where it will not be subject to prolonged exposure to temperatures greater than 66°C) and protected from the weather, decay and attack by insects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Metal Ladders Is this section relevant? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, go to next section)					
Are all bolts and rivets present and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are the internals of the ladder free from rust and/or corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other Comments:					

Record the results of this inspection in the [Portable Ladder Safety Inspection and Maintenance Register](#) for ready reference.