

LADDER SAFETY CHECKLIST

If a ladder is used, check that:

- The type of ladder is appropriate to the task. Do not use 'domestic' or 'home-made' ladders.
- All ladders must comply with AS 1892:5:2020 Portable ladders, Part 5: Selection, safe use and care and users should follow the manufacturer's recommendations on safe use.
- The ladder is in good condition. Before it is used, the ladder should be inspected for faults, such as broken rungs, rails and footing. Consult the manufacturer's checklist, if available.
- Damaged ladders are removed from service.
- The ladder is on firm, stable and level ground.
- The ladder is the correct height for the task to avoid reaching or stretching. Keep the body centred between side rails at all times. Never over-reach.
- The ladder is not too close or too far from the support structure. The distance between the ladder base and the supporting structure should be about one metre for every four metres of working ladder height.
- The ladder is secured against displacement and/or there is another person holding the base of the ladder.
- If used at a construction site, the ladder must not be suspended from a parapet hook.
- The rungs of the ladder should not be supporting the weight of the people using it.
- All the locking devices on the ladder are secure.
- The ladder is always faced while climbing up or down.
- Materials or tools are not carried by hand while climbing the ladder. Tools should be carried in a tool belt or side pouch.
- Only light duty work is undertaken while on the ladder, where three points of contact can be maintained and tools can be operated safely with one hand.
- No person should stand any higher than 900 mm from the top of the ladder.
- No other person is allowed on the ladder at the same time.
- Slip resistant base, rungs or steps are provided.
- Slip resistant shoes are worn.
- Metal or wire bound ladders are never used close to energised power lines; non-metallic ladders should be used instead.
- Ladders are not used:
 - o In access areas or next to doors when the work involves hot work e.g. welding or oxy cutting.
 - o On scaffolding or an elevating work platform.
 - o Next to power lines.
 - o In very wet or windy conditions.
 - o Next to traffic areas - unless the working area is barricaded.