



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:

- (a) The name of the Australian manufacturer or importer (whether the ladder has been made for sale or otherwise).
- (b) 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.
- (c) The working length of the ladder (the closed and maximum working lengths for extension type ladders).
- (d) In the largest lettering practicable, the words 'DO NOT USE WHERE ELECTRICAL HAZARD EXISTS'.
- (e) On double-sided stepladders, the words 'TO BE USED IN THE FULLY OPEN POSITION ONLY'.
- (f) 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.