

LADDER INSPECTION CHECKLIST

You can use this checklist to confirm that a ladder has been manufactured for industrial use and is in safe working condition. This checklist should be completed at least annually but always train workers to check that ladders are safe before using them and to remove defective ladders from service immediately.

**If you answer "NO" to any of this criteria, you must complete the 'Corrective Action Required' section in consultation with your workers.*

Got an idea to improve this checklist? We'd love to hear it. Contact us at info@rms.org.

Assessor Name

Date

Ladder Name / Description / Location

Criteria	Yes	No	Corrective Action Required
FEET - Rubber or PVC anti-slip feet should be thick enough to show moulded tread pattern.			
FEET - Should be securely fastened to ladder.			
FASTENERS - Whether the ladder is bolted, riveted or swaged together, the fastening mechanisms must be tight so the ladder resists movement under load.			
TREADS - Rungs and tread should be free from foreign material and damage.			
SIDE ARMS - Locking mechanisms used to lock the ladder in the open position should be free from damage and the fasteners/pivot points must be tensioned so that the ladder opens easily (but not loose enough to cause damage to the ladder stiles).			
STICKERS - Ladders should carry appropriate labelling. This includes: manufacturer's name and address, industrial rating, load capacity, and compliance to relevant Australian Standards.			
GENERAL CONDITIONS - Ladder should be stable in used position and free from damage.			

To be completed by Senior Manager

I verify that corrective action has been completed.

NAME

SIGNATURE

DATE

Managers are to maintain completed forms.