

Ladder Safety Checklist

General

1. Ladders are primarily for access and to undertake simple inspections. They should **not** be used as a working base, unless the job is uncomplicated, and can be carried out in a short period without requiring both hands. **Use a risk assessment to determine whether ladder use is appropriate for the job.**
2. Whenever ladders are bought, hired or borrowed, check to make sure they meet the British or European standards. Remember that ladders are pieces of work equipment and they must be fit for purpose.

All of the questions below should have a YES answer. Where this is not the case then the specific item must be documented and appropriate action taken to reach a satisfactory conclusion.

Condition of Ladders	Yes	No
1. Are ladders in good condition (clean, dry and free of wet paint, oil, mud, etc)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are they free from cracks or splits?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are they free of missing or loose rungs?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the rails (outside uprights) undamaged and unbent?	<input type="checkbox"/>	<input type="checkbox"/>
5. If the ladder is made of wood, is it in good condition, free of warps or twists?	<input type="checkbox"/>	<input type="checkbox"/>
6. If the ladder is metal, is it free of corrosion, or splitting of peens holding rungs in position?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are metal ladders free of sharp edges or dents?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are metal ladders free of bent rungs?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the footpads in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

10. Are the caps/rubber fittings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are the metal joint cleats safe and tight?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are the section end supports safe and tight?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do the ladders have slip-resistant rubber or plastic feet?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are they properly positioned for access?	<input type="checkbox"/>	<input type="checkbox"/>
Carrying and Erecting Ladders	Yes	No
1. Have workers been trained to carry and erect ladders?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do workers use approved manual handling techniques for putting up and taking down:	<input type="checkbox"/>	<input type="checkbox"/>
a. short ladders?	<input type="checkbox"/>	<input type="checkbox"/>
b. long ladders?	<input type="checkbox"/>	<input type="checkbox"/>
c. extension ladders?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the ladders always placed on a firm, dry, level surface?	<input type="checkbox"/>	<input type="checkbox"/>
4. If conditions are not good, are the ladder feet tied into stakes in the ground with a large flat wooden board as a base?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do the ladders rise at least 1m above landing places or on the highest rungs used?	<input type="checkbox"/>	<input type="checkbox"/>
6. Alternatively are there adequate handholds?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are ladders placed on the proper angle for access (1:4 gradient)?	<input type="checkbox"/>	<input type="checkbox"/>

8. Are all ladders secured at the top (including short-term working)?	<input type="checkbox"/>	<input type="checkbox"/>
9. If ladders cannot be secured at the top, are they secured near the bottom, weighted or footed to prevent slipping?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do longer extension ladders (over 18 rungs) have an overlap of at least 3 rungs?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do shorter extension ladders (up to 18 rungs) have a minimum overlap of at least 2 rungs?	<input type="checkbox"/>	<input type="checkbox"/>
Using Ladders	Yes	No
1. Are workers checked to ensure they keep their body facing the ladder at all times, centered between rails?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are workers checked to ensure they do not reach too far forward or sideways or stand with one foot on the ladder and the other one on something else?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are workers checked to ensure that they use a shoulder bag, belt holster or belt hook to carry any tools up ladders?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are workers checked to ensure that they do not carry any heavy items or long lengths of material up ladders?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are workers checked to ensure they wear the proper footwear for working on ladders?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do workers using a ladder in front of a door check it is locked or closed off?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are workers aware they should never use ladders in a strong wind?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are workers aware they should never use ladders near power lines?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is a specific risk assessment in place for the work which will involve use of a ladder?	<input type="checkbox"/>	<input type="checkbox"/>