

LADDER/ST

CHECKLIST

You should only use Class 1 or Class 2 ladders or steps. If
If you find a 'Domestic' ladder/steps inform the user and re

coloured labels or details from the diagram below.

Classification	Duty Rating	Maximum Static Vertical Load
Class 1	130kg	175kg
Class EN131	115kg	150kg
Class III	95kg	125kg

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If any defects are found they must be recorded using the

ner informed. Damaged equipment is not to be used.

All equipment is to be formally checked every month and

the Ladder Register

NOTE: Any ladder considered unsafe or beyond econo

crapped.

S A M P L E

Item to be checked	
Identity mark/Serial No	
Review date	

Stepladders: Aluminium/Timber
Identity mark or labels legible?
Loose steps? (considered loose if they can be moved at all with the hand)
Stiles in good condition, covered in paint etc?
Steps cracked bent or missing?
Top loose bent missing or broken?
Loose or bent hinge spreaders?
Damaged or worn non-slip bases?
Wobbly (from side strain)?
Braces, rivets?

needed - Repair/scrap	Actioned by	Date completed

Extension ladders: Aluminium/Timber
Label/ Identity mark readable?
Rungs loose cracked bent or missing?
Painted areas?
Stiles bent, damaged?
Rung locks working, missing, bent, loose?
Loose, broken or missing extension locks?
Condition of rope from exposure to weather or other destructive agents?
Pulleys bent or missing?
Shoes missing?

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Trestle ladders: Aluminium/Timber
Label/Identity mark readable?
Loose hinges?
Wobbly?
Missing shoes?
Loose or bent hinge spreaders?
Stop or hinge spreader broken?
Centre section guide for extension out of alignment?
Defective locks for extension?

Warehouse ladders
Label/Identity mark readable?
Wobbly / Missing shoes?
Handrail in good condition?
Casters in good condition?
Hand or foot break working? (if fitted)
Self-breaking mechanism operational?
Hoisting mechanism/lever working?

Note: Any defects to the ladder must be reported and the ladder must be removed from service and marked with a label to ensure further use is prohibited. All repair work to ladders and steps may only be carried out by a competent person.

This document should be kept to inform the Ladder Register.