

18. WORKING AT HEIGHTS

APPENDIX 2  
COMPLIANCE CHECKLIST – LADDERS

(Annual Inspection)

**DEFINITIONS**

**CHECK** - a separation of wood along the grain, commonly resulting from stresses set up during drying of the timber. Maximum permissible- each check less than 100mm in length and a maximum of two (2) per 3 metre length.

**SHAKE** - a separation of wood along the grain due to causes other than drying and usually considerable length. Maximum permissible - NONE.

**SPLIT ENDS** - Splits not exceeding 40mm in length.

**1. GENERAL**

	Yes	No	N/A
a.1) Are the stiles (including cross bearers in trestle ladders) on timber and fibreglass ladders free from cracks (checks or shakes), splinters or mechanical damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.2) Are stiles, (including cross bearers in trestle ladders) on metal and fibreglass ladders free from dents, bends, twists and mechanical damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Has the ladders been tested for longitudinal play and loose hardware ( for timber ladders)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Are joints securely nailed and the shoulder of the rung tenon fitted snugly and firmly against the stiles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Rungs - Are they free of evidence of loose end crimp, bends or dents or worn tread dimple or grooving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Are all the rungs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Are all the joints tight and tightly screwed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) No evidence of joint decay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Are all non-slip surfaces serviceable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Are all ties secure? ( ends may be riveted over washes or fitted with nuts and washes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) If a metal ladder, is it labelled “NOT FOR ELECTRICAL USE”?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k) If a fibreglass ladder is it correctly labelled to indicate whether it is or is not for electrical use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. TRESTLE LADDERS**

Answer all the General questions plus the following.

a) Are the hinges secure and free from movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Are the blocks (timber and mild steel blocks fitted to the stiles at the level of the lower most cross bearer to prevent damage to the hinges when the trestles are being handled in the closed position) secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Is the spreader - (to limit the spread in the open position) operating correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**3. STEP LADDERS**

**Yes No N/A**

Answer all the General questions plus the following.

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| a) Is the protective coating in good condition?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Are the timber joints secure and free from decay?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Are ties in place ( for ladders longer than 1.5 metres)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Are hinges secure and free from undue movement?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Is the spreader (to limit the spread in the open position) operating correctly and is the hinge tight with no undue movement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The spreader may either be a metal device of sufficient size and strength to limit the spread of the ladder legs or two ties consisting of No. 8 sash cord or any first class rope of the same strength. The spreader must limit the spread between the front stiles and the back legs in the open position to not less than 150mm per 300mm length of the stile.

**4. EXTENSION LADDERS**

Answer all the General questions plus the following.

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a) Are stile guides secure and not bent?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Are stops ( to maintain minimum length of the overlap) secure?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Are pulleys free running?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Is the rope anchor secure and sound?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Is the clutch free and operating correctly?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Is the rope correctly reeved and in good condition? (ropes which are exposed to the weather or an aggressive environment shall be replaced annually) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Is the top fitting ( where fitted ) secure, pliable and free from cracks?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Is the head rope in good condition?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Is the flag holder (where fitted) secure?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Are the safety shoes ( where fitted) clean and in good condition?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| k) Is signage in place and legible?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**5. SINGLE LADDERS**

Answer all the General questions plus the following.

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a) Is protective coating in good condition?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Has it been tested for twisting? - Not allowable                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Has it been tested for racking (longitudinal play)? - Not allowable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Are Safety Shoes clean, tread visible and well affixed?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Is the head rope in good condition?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Is signage in place and legible?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

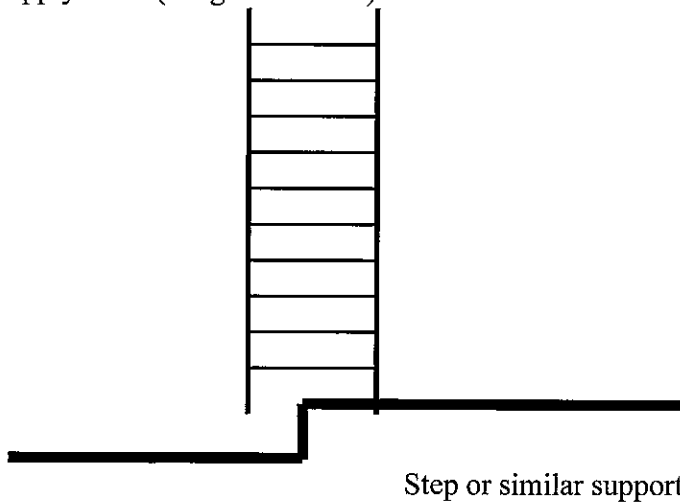
**TESTING FOR LONGITUDINAL PLAY OR RACKING**

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Apply force (weight of ladder)



**NOTE:-**

All ladders that are found to be defective or unsafe shall be taken out of service and clearly tagged with defect marked on tag. These ladders shall not be used until a decision is made to repair or condemn the defective ladder.

Condemned ladders are to be destroyed and rendered unusable prior to disposal.

If you register a **NO** answer to any of the questions then it is necessary to initiate appropriate action.

Once completed and all necessary action has been finalised this form is to be filed with the ladder records.

Checked By:

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(Name, Signature and Date)