

## UTS PORTABLE LADDER SAFETY INSPECTION CHECKLIST

This inspection checklist is based on the requirements of Australian/New Zealand Standard AS/NZS 1892.5:2000 - *Portable ladders Part 5: Selection, Safe Use and Care*. Besides inspecting a ladder prior to each use, you should carry out ladder inspections against this checklist at the following intervals:

- a) when originally purchased, received and put into service;
- b) after mishaps, drops and impacts; and
- c) periodically (at least annually).

Faculty/Unit	
Department/School/Branch	
Building/Floor/Room(s)	
Date	
Name of person(s) completing the checklist	
Ladder ID number 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.

**Work through these questions** - if the answer is 'Yes' or 'N/A', then no further action is required. If the answer is 'no', then please refer to the "Suggested Action" column and note what you intend to do to fix the problem in the 'Action to be taken' section on the last page of this checklist.

FOR METAL LADDERS	Yes	No	N/A	Suggested Action
Is the ladder free from breaks and bends?				Mark the ladder with a "DO NOT USE" sign. Do not use the ladder again until: - replacement parts have been installed or the ladder has been repaired by a competent person or; - the ladder has been destroyed by cutting into sections approximately 1 m or no more than 2 rungs in length.
Is the ladder intact, with no parts missing ?				
Are all bolts and rivets present and secure?				
Are the rungs/treads of the ladder firmly fitted and free of excessive dents?				
Are all connections of rungs/treads to the ladder stiles intact?				
Are the internals of the ladder free from rust and/or corrosion?				
Are the feet of the ladder in good condition and fitted securely (i.e. no missing or excessively worn feet)?				
Are any operating ropes in good condition (i.e. no signs of fraying, wear, rot or other damage evident)?				Use a light machine oil to lubricate pivoting/moving surfaces of the ladder.
Are all pivoting or rotating surfaces of the ladder (including pulleys in the case of extension ladders) lubricated?				
STORAGE OF METAL LADDERS				
Is the ladder stored in or on a rack when not in use?				Store the ladder on a rack when not in use. If no rack exists, purchase a suitable rack and contact Building Services (on x7476 or x7477) to arrange for its installation.
Does the ladder storage rack have sufficient points of support to avoid sagging?				
Is the ladder free of any materials placed in or upon it whilst stored?				Remove any materials placed in/upon the ladder whilst stored.

FOR TIMBER LADDERS	Yes	No	N/A	Suggested action
Is the ladder free from breaks, bends, splits, chips, fractures and compression failures?				Mark the ladder with a "DO NOT USE" sign. Do not use the ladder again until: - replacement parts have been installed or the ladder has been repaired by a competent person or; - the ladder has been destroyed by cutting into sections approximately 1 m or no more than 2 rungs in length.
Is the ladder intact, with no parts missing?				
Is the ladder free of evidence of termites, borers and decay?				
Do all moving parts operate freely without bending or play?				
Are all fittings and rungs/treads tight and securely attached?				
Are the rungs/treads of the ladder firmly fitted and free of excessive dents?				
Are all connections of rungs/treads to the ladder stiles intact?				
Are the feet of the ladder in good condition and fitted securely (i.e. no missing or excessively worn feet)?				
Are any operating ropes in good condition (i.e. no signs of fraying, wear, rot or other damage evident)?				
Are all pivoting or rotating surfaces of the ladder (including pulleys in the case of extension ladders) lubricated?				
Is a protective coating (such as oil or transparent varnish) regularly applied to the stiles (especially if the ladder is regularly used outdoors)?				Apply a protective coating to the stiles on a regular basis.
Is the ladder free of spilt paint or other opaque deposits?				Clean up any spilt paint or other opaque deposits that may obscure any ladder defects.

STORAGE OF TIMBER LADDERS				
Is the ladder stored in or on a rack when not in use?				Store the ladder on a rack when not in use. The rack should be located in places which are not damp or subject to extremes in temperature.  If no rack exists, purchase a suitable rack and contact Building Services (on x7476 or x7477) to arrange for its installation.
Does the ladders storage rack have sufficient points of support to avoid sagging?				
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?				
Is the ladder free of any materials placed in or upon it whilst stored?				Remove any materials placed in or upon the ladder whilst it is stored.

Signature of staff inspecting ladder	Date	Signature of any staff consulted during inspection	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Action to be taken	By whom?	By when?	Sign and date when action is completed

**Sign when all required actions are complete.**

Name of Supervisor/Manager	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Record the results of this inspection in the UTS Portable Ladder Safety Inspection & Maintenance Register for ready reference.