



PORTABLE LADDERS

THINK SAFE!

CHECKLIST



Complete a ladder safety checklist

- complete a risk assessment
- complete a permit to work for working aloft
- wear personal protective equipment
- use a safety harness and fall prevention device
- check the ladder is clean and in good condition
- check the work location is safe
- check rigging position of the ladder
- take weather conditions into account
- do not work alone
- maintain three points of contact at all times
- do not carry tools while climbing
- do not over-reach
- do not work more than 30 minutes up a ladder

Ladder pre-use inspection

- check maximum static vertical load
- check the ladder is free from damage
- check for rust and signs of corrosion
- check ladder feet are in good condition with rubber grips fitted
- check the ladder rungs are secure
- check rivets and fastenings are in good condition

Ladder rigging checklist

- pitch between 65° and 75°
- extends 1 m (or four rungs) above any upper landing area
- secured against slipping/moving
- at least 150 mm behind rungs
- deck area free from clutter and liquids/residues
- working height does not exceed 9 m

ONLY USE PORTABLE LADDERS WHEN THERE ARE NO OTHER SAFER MEANS OF ACCESS



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SAFETY PRECAUTIONS

- has a risk assessment been performed?
- is the ladder in good condition?
- are you using a safety harness?
- are you using a fall prevention device?
- is the ladder secured properly?
- are you working in pairs?
- has the duty officer been informed?

Stow ladders properly

- stow horizontally on a rack
- stow in a dry ventilated place
- keep away from heat sources or damp
- do not stow materials on top of ladders

Maintain your ladders

- include in planned maintenance system
- inspect regularly
- keep a record of inspections
- always conduct a pre-use inspection
- remove damaged or poorly maintained ladders from use onboard

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