



Inspection - Work At Height Checklist

Fall from Height_Working from Ladders - Working from Ladders

Item #	Prompt	Responses	Comments
1	Ladders are designed, manufactured and maintained in accordance with recognised standards and listed in a site register?	() Yes () No () N/A	
2	Portable ladders are set-up on a firm stable surface to prevent movement?	() Yes () No () N/A	
3	Step ladders are positioned in the fully open position with locking devices secure?	() Yes () No () N/A	
4	Whilst climbing up or down the ladder, the person maintains three points of contact at all times?	() Yes () No () N/A	
5	The person does not stand on top rung or top of a step ladder, or top three rungs of a straight ladder?	() Yes () No () N/A	
6	Ladders are inspected for condition before use and damaged ladders are removed from service?	() Yes () No () N/A	
7	Straight ladders are secured before use, either tied-off or supported by another person?	() Yes () No () N/A	
8	An exclusion zone is established around the ladder to prevent third party access?	() Yes () No () N/A	
9	Work area is within comfortable safe reach whilst the person remains centred between the ladder rails?	() Yes () No () N/A	
10	Supervisor to verify appropriate ladders are available and listed in a site register?	() Yes () No () N/A	
11	Supervisor to verify ladders are inspected periodically and maintained in serviceable condition	() Yes () No () N/A	
12	Supervisor to inspect any ladder brought onto site by a third party?	() Yes () No () N/A	
13	Operator/ Maintainer to inspect condition of ladder before use and verify load rating is appropriate	() Yes () No () N/A	
14	Operator/ Maintainer to set-up portable ladder on a firm, stable surface.	() Yes () No () N/A	
15	Operator/ Maintainer to position straight ladder at 4 to1 angle or designate another person to support it?	() Yes () No () N/A	
16	Operator/ Maintainer to position step ladder in fully open position with locking devices secured?	() Yes () No () N/A	
17	Operator/ Maintainer to establish an exclusion zone around the ladder to prevent third party access?	() Yes () No () N/A	
18	Operator/ Maintainer if not using additional approved fall protection equipment, maintain three points of contact at all times?	() Yes () No () N/A	

Item #	Prompt	Responses	Comments
19	Operator/ Maintainer to remain centred between the ladder rails at all times and work within a comfortable safe reach?	() Yes () No () N/A	
20	Operator/ Maintainer not stand on top rung or top of a step ladder, or top three rungs of a straight ladder?	() Yes () No () N/A	

Item #	Explanation
1	Ladders are designed, manufactured and maintained in accordance with recognised standards as register.
2	Portable ladders are set-up on a firm stable surface to prevent movement.
3	Step ladders are positioned in the fully open position with locking devices secure.
4	Whilst climbing up or down the ladder, the person maintains three points of contact at all times.
5	The person does not stand on top rung or top of a step ladder, or top three rungs of a straight ladder.
6	Ladders are inspected for condition before use and damaged ladders are removed from service.
7	Straight ladders are secured before use, either tied-off or supported by another person.
8	An exclusion zone is established around the ladder to prevent third party access.
9	Work area is within comfortable safe reach whilst the person remains centred between the ladder rails.
10	Verify appropriate ladders are available and listed in a site register.
11	Verify ladders are inspected periodically and maintained in serviceable condition.
12	Inspect any ladder brought onto site by a third party. If not in serviceable condition, do not allow it onto site.
13	Inspect condition of ladder before use and verify load rating is appropriate. If indications of damage are found, remove the ladder from service.
14	Set-up portable ladder on a firm, stable surface.
15	Position straight ladder at 4 to1 angle, with top overhang of at least 1 metre and tie-off or designate person to support it.
16	Position step ladder in fully open position with locking devices secured.
17	Establish an exclusion zone around the ladder to prevent third party access.
18	If not using additional approved fall protection equipment, maintain three points of contact at all times whilst climbing on or working from the ladder.
19	Remain centred between the ladder rails at all times and work within a comfortable safe reach.
20	Do not stand on top rung or top of a step ladder, or top three rungs of a straight ladder.