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|  | A drawing of a face  Description automatically generatedLADDER INSPECTION CHECKLIST  |

You can use this checklist to confirm that a ladder is in safe working condition. This checklist should be completed at least annually but always train workers to check that ladders are safe before using them and to remove defective ladders from service immediately.

*\*If you answer “NO” to any of this criteria, you must complete the ‘Corrective Action Required’ section and take action.*

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| UC Member/ Assessor Name |  |  | Date |  |
|  |  |  |  |  |
| Ladder LocationDescription |  |  |  |  |

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| Criteria | Yes | No | Corrective Action Required |
| FEET -Rubber or PVC anti-slip feet should be thick enough to show moulded tread pattern. |  |  |  |
| FEET -Should be securely fastened to ladder. |  |  |  |
| FASTENERS -Whether the ladder is bolted, riveted or swaged together, the fastening mechanisms must be tight so the ladder resists movement under load. |  |  |  |
| TREADS -Rungs and tread should be free from foreign material and damage. |  |  |  |
| SIDE ARMS -Locking mechanisms used to lock the ladder in the open position should be free from damage and the fasteners/pivot points must be tensioned so that the ladder opens easily (but not loose enough to cause damage to the ladder stiles). |  |  |  |
| STICKERS -Ladders should carry appropriate labelling. This includes: manufacturer’s name and address, industrial rating, load capacity, and compliance to relevant Australian Standards. |  |  |  |
| GENERAL CONDITIONS -Ladder should be stable in used position and free from damage. |  |  |  |

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|  | To be completed by Property Officer or Church Council Chair |  |
| *I verify that corrective action has been completed.* |
| NAME | SIGNATUREDATE | DATE |
| Maintain completed form in Congregation Files. |  |