



Ladder Pre-use Check

Things to consider:

Every time you use a ladder you should undertake a pre-use check beforehand to make sure that it is safe for use.

A pre-use check should be carried out by the user;

- At the beginning of the working day; and
- After something has changed i.e. ladder dropped or moved from a dirty area to a clean area (check state or condition of feet)

The benefit of conducting daily pre-use checks is that they provide the opportunity to pick up any immediate/serious defects before they cause an accident.

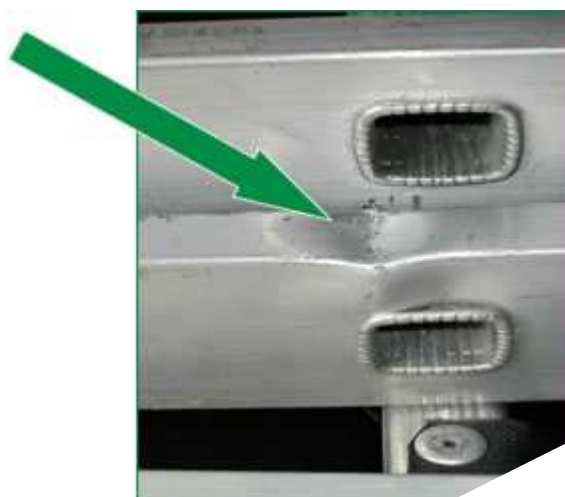
1. Leaning ladders

Ladders should be stored correctly so that they do not suffer damage

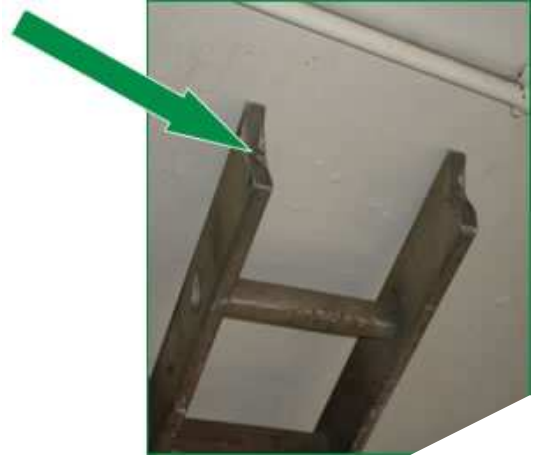
- **Stiles need to be in good condition**
Do not use the ladder if they are bent or split - the ladder could collapse.



- **Check the stiles**
Do not use the ladder if they are bent or damaged - the ladder could buckle or collapse.



- **Check the feet**
Do not use the ladder if they are missing or worn or damaged - the ladder could slip.

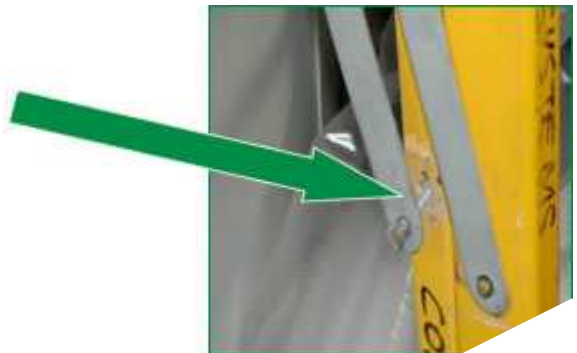


- **Check the rungs**
Do not use the ladder if they are bent, missing or loose - the ladder could become unstable.



2. Step ladders pre-use checks - things to look for

- **Check the locking bars**
Do not use the ladder if they are bent or the fixings are worn or damaged - the ladder could collapse.



- **Check the feet**
Do not use the ladder if they are missing or damaged - the ladder could slip.



- **Check the stepladder platform**
Do not use the ladder if it is split or buckled - the ladder could become unstable or collapse.



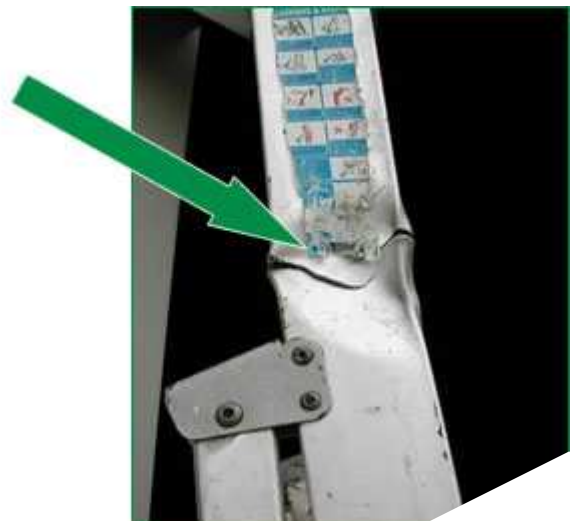
- **Check the steps or treads**
Do not use the ladder if they are contaminated - they could be slippery.

- **Check the steps**
Do not use the ladder if the fixings are loose as they could collapse.



- **Check the stiles**
Do not use the ladder if they are bent or damaged - the ladder could buckle or collapse.

- **Ladder Reference Number**
Each ladder should be uniquely identified with a reference number and paired ladders must be identified that they are together. If this cannot be checked, the ladders must not be used.



This Information is not an exhaustive list of items to look at with regard to the checking prior to use of any ladder, however, this guide gives the main issues that should be looked at when considering whether a ladder is safe to use.

If there are any concerns that the ladder is not safe, it must not be used until it has been checked by a suitably qualified person and a formal inspection has been undertaken and recorded. Contact the Safety Advisers Unit for information on suitable qualification for ladder inspection.

This information must also be used in conjunction with Guidance and Information Sheet no. 24 – “Working at Height” and the associated Employee Information sheet.