



PTW CHECKLIST - NO. 52		Title: Safe Use of Ladders	
Owner: Capability Coordinator			
Approver: Capability Coordinator		Max Validity Period: 5 yrs	
Permit No.:		Date:	
Latest Rev	Date	Details	Authorised By
5.0	Jan 2016	Full revision	S Elliott

Other Checklists That May Be Relevant: [51](#)

HRA Checklists:

PRIOR TO PERMIT ISSUE:

Tick when done

- If work from the ladder is greater or equal to 1.8m the work activity shall be undertaken in accordance with the Work at Height Procedure Section 4.17 of the [PTW Manual](#).
- Is the use of a ladder the safest and best method for carrying out this activity?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
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PRIOR TO COMMENCING TASK:

- Ladder rated industrial to 120/150kg and constructed to AS/NZ 1892 portable Ladders.
- Ladder is in good condition with no bent, broken or missing parts.
- Barriers and signs have been erected.
- Ladder is placed on firm, level ground at a safe angle (1:4).
- Extension ladders used on grating or irregular surfaces must have adjustable Feet fitted.
- Extension ladders must be secured against movement at the top and bottom . It may be necessary for one person to hold the ladder until another can climb up and secure the top.
- If stepping from the ladder to another surface, ensure the ladder extends at least 1m above the surface being stepped onto.
- The ladder is positioned close enough to the work area to ensure Overreaching is not required.

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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USE OF THE LADDER:

- 11 The following items have been read and understood:
- Always face the ladder when ascending or descending
 - Do not stand on the top TWO rungs or steps of a ladder.
 - Keep three points of contact with the ladder at all times.
 - One person on a ladder at one time
 - Never carry heavy or unstable items up the ladder.

Note: Scaffolding ladder use is covered by the OSH Approved Code of Practice for the Safe Erection and Use of Scaffolding, STL Scaffolding Section 4.18 of the [PTW Manual](#) with checks carried out using the Scafftag system.

Chain or rope ladders are prohibited unless all other means of accessing the work area have been considered and are not possible