

 UNIVERSITY OF ABERDEEN	Ladders and Stepladders Pre-Use Checklist	Document No.	HS-SF-026
		Date	22/12/2023
		Pages	1 of 1
		Revision	Rev 1

Ladder / Stepladder Pre-Use Checklist

Every time you use a ladder you should do a pre-use check. This is a visual inspection, by the person who is going to use the ladder. If the answer to any of these questions is **YES** then the ladder shouldn't be used. Report it to your line manager to quarantine the equipment.

Ladder/Stepladder Unique ID Number		Classification (BS2037 / 1129 Class 1 or EN131 Professional)	
Department/School Ladder is Located		Building/Location of Ladder	
Date and Time of Check		Date and Time of Next Check	
Name of Person Conducting the pre-use check		Signature of Person Conducting the pre-use check	

Question	Yes	No	N/A
Does the ladder/stepladder have any visible defect?			
Are the anti-slip feet missing, worn, damaged or contaminated?			
Is the ladder wobbly			
Is the stepladder's platform split or buckled?			
Are the steps or treads of the ladder/stepladder contaminated?			
Are the step fixings on the ladder / stepladder loose?			
Are the stiles (the vertical parts of the ladder/stepladder) damaged?			
Is the valid ladder tag missing?			
Is the ladder/Stepladder unable to fully open or extend?			
Are the stepladder's locking bars bent or the fixings are worn or damaged?			
Are there visible cracked, split or broken uprights, braces, steps or rungs?			
Are there sharp/corrugated or rusty parts on the ladder			
Are you using the wrong type of ladder/stepladder for the job?			