

## GD01 Common access equipment checklist

<b>Company name</b>		<b>Project title</b>	
<b>Location</b>		<b>Contract no.</b>	
<b>Common access equipment</b>			
<b>Ladders</b>		<b>Yes</b>	<b>No</b>
<b>N/A</b>			
1. Is a ladder the right piece of access equipment to be using?			
2. Has the person received training in the correct use of the equipment?			
3. Are ladders only used for light work of short duration or for access?			
4. Are all ladders properly stored and inspected regularly?			
5. Are the ladders suitable for the work activity for which they are being used?			
6. Are there any damaged, loose or missing parts?			
7. Are the rungs of ladders clean and free of mud or grease?			
8. Are sufficient persons available to handle and place ladders properly and safely?			
9. Are ladders set on firm and level ground?			
10. Are ladders properly erected and secured?			
11. If there is not an alternative suitable handhold, does the ladder project sufficiently above the landing place?			
12. Is the overlap correct on extension ladders?			
13. Are the methods for raising tools or materials safe?			
14. Are ladders placed so that the work does not involve overreaching?			
15. Is suitable footwear that will give a satisfactory grip and prevent slipping being worn?			
16. Are ladders set at the correct angle of 75°?			
17. Are ladders clear of overhead cables, excavations or other potential hazards?			
18. Are ladders being leant against or secured to any fragile material?			
19. Are all lashings made of sound material and properly secure?			
<b>Stepladders</b>		<b>Yes</b>	<b>No</b>
<b>N/A</b>			
20. Has the person received training in the correct use of the equipment?			
21. Is the stepladder level and stable?			
22. Is it open to the full extent of the retaining cords or hinges?			
23. Are steps set at right angles to the workface wherever possible?			
24. Are the user's knees below the top step?			
25. Could the person using the stepladder fall a distance that would cause an injury?			
26. Is the person using the ladder not using the top third?			
<b>Trestles</b>		<b>Yes</b>	<b>No</b>
<b>N/A</b>			
27. Are trestles, and any boards that are being used with the trestles, safe, undamaged and of adequate strength?			
28. Has the person received training in the correct use of the equipment?			
29. Are the trestles set on a firm and level base?			
30. Is the working platform of a sufficient width for the job in hand?			
31. Are guard-rails and toe-boards fitted to trestle platforms, if indicated as being necessary by a risk assessment?			
32. Where indicated as necessary by a risk assessment, is the trestle tied to the adjacent structure?			

## GD01 Common access equipment checklist *continued*

<b>Trestles <i>continued</i></b>		Yes	No	N/A
33. Is a safe ladder access provided?				
34. Is the maximum permitted distributed load indicated and complied with?				
<b>Podium steps</b>		Yes	No	N/A
35. Are the podium steps of sufficient size and the correct type for the task?				
36. Has the person received training in the correct use of the equipment?				
37. Have the operators been supplied with and fully understand the manufacturer's instructions for use?				
38. Are all of the components available and in good condition?				
39. Is the floor surface sound and of a level construction?				
40. Are brakes provided, in working order and used?				
41. Do all podium steps carry unique identifying marks and are they subjected to frequent inspection?				
<b>Management responsibilities</b>		Yes	No	N/A
42. Are the regulations and guidance on work at height that is appropriate to ladders, stepladders, podium steps, trestles and other access equipment known and have management received training in the correct application of the equipment?				
43. Has any safer system of work or access been considered?				
44. Do management know how and where access equipment is being used by employees?				
45. Have permanently fixed ladders been installed wherever possible?				
46. Has any necessary safety equipment been provided?				
47. Has adequate storage for ladders and access equipment been provided?				
48. Has a system of proper inspection and the keeping of records for all ladders and access equipment been implemented?				
49. Are all ladders, stepladders, podium steps, trestles and boards of sound design and manufacture, and kept in good condition?				
50. Have all users been properly instructed and trained, and are they competent to use the equipment safely and without risk to themselves or others?				
51. Is proper supervision of <b>all</b> employees who are using any form of access equipment provided?				
<b>Comments</b>				
<b>Name</b>		<b>Position</b>		<b>Signature</b>
				<b>Date</b>