

## MAIN POINTS TO LOOK FOR WHEN INSPECTING WORKING AT HEIGHT EQUIPMENT

### General

- Unstable
- Missing feet or end caps
- Loose or missing rungs or steps
- Makeshift repairs
- Loose or bent bolts, nails, rivets, screws or other metal parts
- Cracked, split, very worn or broken stiles, braces, steps or rungs
- Slivers on stiles, rungs or steps
- Damaged or worn non-slip bases or hinged feet
- Twisted or distorted stiles
- No tag attached
- Identification mark illegible

### Stepladders

- Unstable
- Missing feet or end caps
- Loose or bent hinge spreaders
- Stop on hinge spreader broken
- Broken, split or worn steps
- Loose hinges
- Worn, broken or missing cords

### Extension Ladders

- Unstable
- Missing feet or end caps
- Loose, broken or missing extension locks
- Defective locks which do not seal properly
- Rusted or corroded metal parts
- Worn or broken cords

### Podiums

- Unstable
- Missing, damaged castors/braking mechanism
- Loose hinges
- Defective hinge spreaders
- Worn or broken cords

### Kickstools

- Unstable
- Loose or bent bolts, nails, rivets, screws or other metal parts
- Missing, damaged castors/braking mechanism
- Loose hinges
- Missing rubber mats, rubber ring

**DEFECTIVE WORKING AT HEIGHT EQUIPMENT MUST BE TAKEN OUT OF USE IMMEDIATELY AND THE LADDER TAG REMOVED EXPOSING THE 'OUT OF USE' TAG.**