WHS DOCUMENTS & TEMPLATES

DOC-LDR-PACK · Ladder Safety & Competency Pack

Product Overview

For: Businesses whose workers use single, extension, step and platform ladders: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

Editable ladder safety documents that work together: a safe work instruction, a pre-use checklist, a VOC and a supervisor's field verification.

Falls from ladders are a common cause of serious injury and death at work, often from low heights. A verification of competency is how a business checks a worker chooses, inspects, sets up and climbs a ladder safely at its site, and keeps a record of it.

This pack answers three questions. The safe work instruction tells the worker what to do and when to stop. The VOC checks they can do it. The field verification checks the controls are working on site. A pre-use checklist is the link used every time.

No high risk work licence is needed for using a portable ladder under the WHS Regulations or, in Victoria, the OHS Regulations. The business must still make sure each worker is trained, competent and supervised for the work. WHS and OHS laws require the risk of a fall from one level to another to be managed, and a ladder is used only where a safer way of working at height is not reasonably practicable. A VOC is the business's own check that a worker can do the work safely at its site: it is not a licence and it is not a nationally recognised qualification.

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Ladder Safe Work Instruction

How to choose, inspect, set up and use portable ladders safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to use portable ladders safely at **[Site name]**: when a ladder may be used, choosing and inspecting it, set-up and angle, three points of contact, electricity, dropped objects, tagging out, and the points where the worker must stop.

It applies to every worker at the site, including contractors and hire users. It does not replace the manufacturer's operating instructions. Where they differ, follow the manufacturer and tell your supervisor, so this instruction can be corrected.

2 Who may do the work

- Has a current VOC for this work, and any licence or training the work needs
- Has been authorised by **[Supervisor name]** to do the work at this site
- Is fit for work, and has read this instruction and signed the acknowledgement at the end

Licence

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3 The equipment

List each ladder this instruction covers, or fill in one copy for each ladder.

Ladders covered: [Make and model]	
Ladder IDs: [Equipment ID]	
Type, length, material and load rating of each ladder	
Damaged ladders tagged out at: [Tag-out location]	
Manufacturer's instructions kept at: [Operator's manual location]	

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Ladder VOC Assessment Tool

Verification of competency for one worker, on the ladders and tasks in scope, at [Site name]

Purpose	To check, and record, that a worker can use safely on your plant, at your site, following your procedures.
When to use it	Before a new worker does the work unsupervised at the site; when they start on a new type of machine, attachment or task; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate) for the candidate to answer, the Marking Guide (Assessor) with the model answers, and the VOC Register to track who is verified and when they are due.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences, training and the VOC

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Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Training or units of competency held (where required)		**Training completed (course and date)**	
Experience with this ladder		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Ladders: selection, set-up and angle, three points of contact, inspection and tagging out

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Ladders checked (IDs)**	

How to verify

- Visit the area while ladder use is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the ladder use there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let a worker fall from a ladder or be shocked. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Selection					
1	Ladders are used only for short, light work or access; the right type, length and rating ★	☐	☐	☐	
Set-up and angle					
2	Ladders are on firm, level footing, at about a 4 to 1 slope, secured or footed; stepladders fully open ★	☐	☐	☐	
Three points of contact					
3	Workers keep three points of contact and do not overreach or stand above the marked level ★	☐	☐	☐	
Inspection and tagging out					
4	Ladders sampled are in good order; damaged ladders are tagged out of use ★	☐	☐	☐	
5	Non-conductive ladders are used near electricity ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable ladder safety documents that work together: a safe work instruction, a pre-use checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Ladder safe work instruction: selection, inspection, set-up and angle, three points of contact, electricity and tagging out; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Ladder Safe Work Instruction.docx and .pdf
- **Ladder pre-use checklist: stiles, rungs, feet, locks, labels and set-up; defect report and tags**
  03_PRESTART_CHECKS/Ladder Pre-use Checklist.docx and .pdf
- **Supervisor field verification checklist: ladder selection, set-up and angle, three points of contact, inspection and tagging out**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-LDR-VOC**
  04_VOC_ASSESSMENT/Ladder VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Ladder VOC Knowledge Questions (Candidate) and Ladder VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Ladder VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
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