

# Racking & Ladder : Asset Management

## Racking Safety

Due to the inherent weight, size and loads that modern day racking can attain, they must be checked regularly to ensure the safety of staff and visitors in the vicinity. Our racking tag holders are a modified version of the AssetTag Max system and are designed to be fixed to the crossbeams of the racking and display a racking specific safety message.

A checklist on the racking insert describes the checks which must be made to the racking with a space for inspection details to be recorded. An area is available for completion should intermediate work be required, whereas the insert should be removed totally if the racking is deemed unsafe to display the 'Do not use Unsafe racking' message.

Inserts are designed for use with the AssetTag RACKING holder, see page 163 for further details.

DATE		INTERMEDIATE WORK NEEDED	SIGNED
DATE		COMPLETED	SIGNED
<b>Caution</b>			
<b>This racking requires intermediate work</b>			
<b>RACKING SAFETY RECORD TAG</b>			
ID NO.:	SUPPLIED BY:		
LOCATION:	SUPPLIER TEL:		
TYPE:	SUPPLIED NEW (TICK):	YES:	NO:
No. BAYS:	HEIGHT:		INSTALLED BY:
MAXIMUM BAY LOAD (Kgs):	DATE OF INSTALLATION:		
<b>INSPECTION RECORD CONTAINED ON THE INSIDE</b>			
<b>DISCONTINUE USE AND NOTIFY RESPONSIBLE PERSON IMMEDIATELY IF DAMAGE IS IDENTIFIED ON THIS RACK</b>			

<b>⚠ Unauthorised removal or interference with this tag could make you liable to prosecution and fines ⚠</b>					
The following basic checks should be made regularly (weekly) to ensure the racking is safe to use. Other checks may be necessary depending on the nature of the racking and its use or environment. For detailed information refer to SEMA Recommended Practices for the use of Static Racking or consult with your Person Responsible for Racking Safety (PRRS). If in doubt always contact the racking supplier.					
STRUCTURAL CHECKS			LOAD CHECKS		
POSTS Check for damage (e.g. from a forklift), bends or twisting.			PALLET Spills, cracks, missing slats, overhanging and general damage.		
BEAMS AND BRACING Damaged, dislodged or cracks in welding. Located horizontally at the same height anchor point. Locking pins in place at each side of beam. Damaged or missing bracing bars.			LOAD Cracking, tearing, leaking, bulging or leaning. Incorrect stacking and overhanging. Unsecured load in high locations.		
BASE PLATES, FLOOR FIXINGS and COLUMN GUARDS Missing, damaged or twisting to plates and securing bolts.			POSITIONING Uneven weight distribution, heavy loads in high sections.		
Loose securing bolts. Where fitted column guards should be sufficient height to protect racking from mechanical impact.			SWL (SAFE WORKING LOAD) To be clearly displayed on the racking.		
<b>INSPECTIONS MUST BE PERFORMED BY A COMPETENT PERSON</b>					
DATE	NAME	UNSAFE	INTERMEDIATE WORK REQUIRED	SAFE	SIGNED
* IF RACKING IS UNSAFE DISCONTINUE USE IMMEDIATELY REMOVE INSERT AND FOLLOW INSTRUCTIONS ON TAG * IF INTERMEDIATE WORK IS REQUIRED DETAIL ON BACK COVER AND SIGN OFF WHEN WORK IS COMPLETE					



Tag size (face): 75mm x 180mm

Material: Polypropylene

### USE WITH



### Racking Safety

Description & Contents	Code
Single insert	TG09-1
Pack of 10 inserts	TG0910
Pack of 50 inserts	TG0950
BOX - 10 holders, 20 inserts, 2 pens	TG09BOX

## Ladder Safety

<b>LADDER INSPECTION TAG</b>	
REF No.:	
LADDER CLASS:	
DUTY / USE:	
RISK ASSESSED INSPECTION PERIOD:	
<b>NEXT LADDER INSPECTION TAG</b>	
DATE	SIGNED
* Step ladders must be on a firm & level surface.	

<b>LADDER INSPECTION CHECKLIST</b>	
USE LADDERS FOR LIGHT / SHORT DURATION WORK	
<b>RE-USE CHECKS</b>	
for any wear, decay, dents, splits or warping.	
for any loose or missing rungs of the stiles to be sound & in conditions	
the rods to be in place under wooden ladders.	
must not be frayed or in any sound.	
must be clean, free of all oil, dirt & any other contaminant.	
ladders should not be painted (as may be hidden).	
slip feet to be in place & worn elements to be replaced.	
<b>IN USE CHECKS</b>	
to be on a sound base.	
to be at an angle of 75° ratio of 4:1 vertical.	
3 points of contact with the r at all times.	
NOT OVER REACH - move the ladder should be tied to prevent falling.	
impossible to secure the ladder, second person to foot the ladder.	
not carry any equipment or tool when climbing the ladder.	
ation must be made for materials equipment to be carried in a tool shoulder bag or use a hoist line.	
raising step ladders the rungs face the work activity - do not work side on.	
* Step ladders must be on a firm & level surface.	

The Work at Height Regulations came into force in 2005. These regulations apply to work at height where there is a risk of fall liable to cause personal injury. This applies to both internal and external work at height, and includes below ground level and low height.

All ladders should be checked daily and prior to use for any damage, faults or wear and tear. In addition they should be inspected at defined intervals as part of a risk assessment programme. Use these inserts to manage the identification, safety, maintenance of ladders and help conform to the Work at Height Regulations 2005.

The AssetTag holder should be permanently fixed to the ladder in a suitable safe place. Perform an inspection of the ladder (a checklist is printed on the reverse) and record the result on the tag. If the ladder fails the inspection remove insert and inform a supervisor.

Inserts are designed for use with the AssetTag holder, see page 163 for further details. The AssetTag holder clearly states 'Do not use this equipment' when the tag is removed.



Tag size: 50mm x 181mm  
Material: Polypropylene

### USE WITH



### Ladder Safety

Description & Contents	Code
Single insert	TG04-1
Pack of 10 inserts	TG0410
Pack of 50 inserts	TG0450
KIT - 1 holder, 2 inserts, 1 pen	TG04KIT
BOX - 10 holders, 10 inserts, 1 pen	TG04BOX