**LADDER REGISTER / INSPECTION CHECKLIST**

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| **WORKSITE:**  |
| **LADDER NUMBER** |  |  |  |  |  |
| **LOCATION** |  |  |  |  |  |
| **LADDER TYPE:**(Step/Single/Extension/Combination) |  |  |  |  |  |
| **CONSTRUCTION MATERIAL:**(Plastic/Timber/Metal/Fiberglass) |  |  |  |  |  |
| **LOAD RATING:** |  |  |  |  |  |
| ***If you answer “Yes” to any question, please record the information on your Hazard Register*** |
|  | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |
| **RAILS:** (Are they cracked, bent, split or frayed) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **TOP CAP:** (Is it cracked, loose or missing) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **STEPS/RUNGS:**(Are the steps/rungs loose, cracked, bent or missing) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **LOCKS:** (Is the lock loose, bent, broken or missing) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **SPREADER:** (is the spreader loose, bent or broken) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **HARDWARE/FASTENERS/RIVETS:** (Are any missing, loose, rusted or broken) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **HINGES:** (Are any hinges loose, bent or missing) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **WELDS:** (Are any welds cracked and/or damaged) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **LADDER SHOES/FEET:** (Are the shoes/feet worn, broken or missing) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **ROPE AND PULLEY:** (Is the rope and pulley loose, frayed or broken) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **PLATFORM:** (Is the platform loose, bent, broken, corroded or missing) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **LABELS:** (Are the labels missing or not legible) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **GENERAL:** (Does the ladder have rust, corrosion or other defects) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **NEEDS REPAIR/REPLACEMENT** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **TRANSFERRED TO ACTION PLAN** |   |   |   |   |   |   |   |   |   |   |
| **INSPECTED BY:** | **DATE:** |

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| **HAZARD IDENTIFICATION CHECKLIST** |
| *This inspection checklist is based on the requirements of AS/NZS 1892.5:2000 – Portable Ladders Part 5: Selection, Safe Use and Care. Besides inspecting a ladder prior to each use, you should vary out ladder inspections against this checklist at the following intervals:** *When originally purchased, received and put into service;*
* *After mishaps, drops and impacts;*
* *Periodically (at least annually).*

***All ladders must have the following information permanently marked in a prominent position: If not do not use it.***1. *The name of the Australian manufacturer or imported (Whether the ladder has been made for sale or otherwise).*
2. *In the largest lettering practicable, the duty rating (i.e. ‘INDUSTRIAL’ or ‘DOMESTIC’ as appropriate), the words ‘This ladder is intended to carry a maximum load of’ and the load rating in kilograms.*
3. *The working length of the ladder (the closed and maximum working length for extension type ladders).*
4. *In the largest lettering practicable, the words ‘DO NOT USE WHERE ELECTRICAL HAZARD EXITS’.*
5. *On double-sided stepladders, the words ‘TO BE USED IN THE FULLY OPEN POSITION ONLY’.*
6. *A warning against standing on those treads or rungs which would represent an unsafe working position. Such markings shall warn against standing any higher than the third top rung on a single or extension ladder and on stepladders, not being a platform stepladder, the second top tread.*
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