**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.* |