



## Ladder & Rack Register

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 carry out ladder inspections against this checklist at the following intervals:

- a) when originally purchased, received and put into service;
- b) after mishaps, drops and impacts; and
- c) periodically (at least twice annually).

<b>Contractor's Name:</b>		<b>Ladder 1 -Description</b>				<b>Ladder 2 -Description:</b>			
<b>Company:</b>	<b>RATING</b>	<b>Y/N/NA</b>	<b>Y/N/NA</b>	<b>Y/N/NA</b>	<b>Y/N/NA</b>	<b>Y/N/NA</b>	<b>Y/N/NA</b>	<b>Y/N/NA</b>	<b>Y/N/NA</b>
<b>Project:</b>	<b>DATE</b>								
Does ladder have a minimum load rating of 120kg and rated for industrial use?									
Is the ladder labelled with the words 'DO NOT USE WHERE ELECTRICAL HAZARD EXISTS'?									
Are double-sided stepladders labelled 'TO BE USED IN THE FULLY OPEN POSITION ONLY'?									
Are safety and instruction labels attached to ladder & legible?									
Is the ladder free from breaks and bends? Are all bolts and rivets present and secure?									
Are the rungs, steps, treads, chains and/ or top plates in place, securely fitted and free from damage									
Are the stiles on the ladder free from twists, bends, kinks, crushes, and cracks									
Are the feet of the ladder in good condition and fitted securely (i.e. no missing or excessively worn feet)?									
Are any operating ropes in good condition? (i.e. no signs of fraying, wear rot or other damage evident)									
Do all moving parts operate freely without bending or play?									
Are all pivoting or rotating surfaces of the ladder (including on extension ladders) lubricated									
Is the ladder rack on vehicle serviceable and securely attached to the vehicle •									
Is the ladder load appropriate for the maximum safe load for the rack									
Is ladder able to be secured to rack to prevent movement and theft?									
Does the ladder rack have sufficient points of support to avoid sagging?									
Work through these questions - if the answer is 'Yes' or 'N/A', then no further action is required. If the answer is 'N' mark the ladder with a "DO NOT USE" signs. Do not use the ladder again until:									
• replacement parts have been installed or • ladder has been repaired by a competent person or • ladder has been destroyed by cutting into sections approx 1 m or no more than 2 rungs in length									