

Safe Work Instruction

Scaffolding



INTRODUCTION:

Scaffolding is the most common type of working platform used on site.

Scaffolds shall only be used for the purpose for which they are designed and, all scaffolds used on site shall meet the requirements of the relevant Australian Standards.

WORK INSTRUCTION:

- Any person erecting or altering a scaffold (including mobile) of more than four metres must hold a high risk work license for scaffolding.
- All scaffolds and supporting structures are to be inspected by a competent person for faults, damage, stability and adequacy:
 - After erection and prior to its first use;
 - Following an occurrence that could affect the structure (storm etc.);
 - Prior to its first use following repairs;
 - And in any event at regular intervals.

Note: When excavation work is carried out in the vicinity of scaffolds ensure that the foundations are not weakened.

- Following erection and inspection of all scaffolds the competent person shall complete and sign a “handover certificate” and ensure a “scaffold-tag” has been attached, confirming safety for access and use.
- If a scaffold is incomplete and left unattended the appropriate controls (danger tag / warning signs) are to be used to prevent unauthorised access.
- Ladders must be secured in position for access and egress (internal ladders on mobile scaffolding).
- Don’t climb scaffolding to gain extra working height.
- Take care to prevent damage and don’t use damaged planks or accessories.
- Kickboards and handrails must be correctly fitted and secured on all working platforms.
- All tools and equipment must be removed from scaffolds when not in use.
- The number of workers, materials and equipment on the scaffold must be kept to a minimum so as not to overload the scaffold in any way.
- Don’t work on scaffolds during poor weather conditions (windy, wet or extreme heat).
Note: On scaffolds exposed to high winds the boards should be lashed to the scaffold.
- Scaffolding must not be erected close to electrical power lines (refer to the regulations, Australian Standards and local electricity authority).

Note: Nearby power lines must be de-energised, insulated, earthed or re-routed.

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- Mobile scaffolding must be placed on a hard, flat surface, have the wheel locks engaged, wheels chocked and is not be moved when persons are on the scaffold.
Note: Erection guidelines from the supplier of mobile (“instant”) scaffolds should be sourced and followed at all times.
 - Make sure scaffolding can’t be struck by mobile plant and equipment and, public footpaths and roadways are not obstructed unless a license or permit has been obtained.