



WHS-044 Scaffolds and Scaffolding Work Procedure

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1 Purpose

The purpose of this procedure is to outline the process for managing risks associated with scaffolds and scaffolding work under section 19 of the Work Health and Safety Act (the WHS Act) 2012.

This is an approved Territory Generation Procedure and is a practical guide to achieving the standards of health, safety and welfare required under the WHS Act and the Work Health and Safety Regulations (the WHS Regulations).

2 Scope

This procedure covers all Territory Generation facilities and its *employees* and provides practical guidance about designing, erecting, using, altering and dismantling scaffolds safely in workplaces, including suspended, cantilevered, spur or hung scaffolds.

The procedure encompasses the following areas of scaffolds and scaffolding work processes such as site and work layout (design), assessment of risk and control of risk.

3 References

NT Work Health and Safety (National Uniform Legislation Act 2011 (As in force 1 January 2012)
NT Work Health and Safety (National Uniform Legislation) Regulations 2013
NT Worksafe, Safe work Australia, COP. Scaffolds and Scaffolding Work, 2013.
Australian Standard AS/NZS 4576:1995. Guidelines for scaffolding.
AS/NZ 1576.1 - Scaffolding – General requirements
AS/NZ 1576.2 - Scaffolding – Couplers and Accessories
AS/NZ 1576.3 - Scaffolding – Prefabricated, Tube and Coupler Scaffolding
AS/NZ 1576.4 - Scaffolding – Suspended Scaffolding
AS/NZ 1657 - Fixed Platforms, Walkways, Stairways & Ladders Design, Construction and Installation

4 Roles and Responsibilities

Role / Title	Responsibility
Chief Executive Officer	Shall ensure that : <ul style="list-style-type: none"> All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control. Initiates procedure review as required.
All Managers/Site Coordinators	Shall ensure that: <ul style="list-style-type: none"> This procedure is put in place at all Territory Generation controlled power stations sites. Personnel are advised and trained as necessary in the procedure to be followed.

	<ul style="list-style-type: none"> Contractors are informed of and follow the procedure, where applicable. Contribute to procedure reviews
Project Officers/Contract Managers	Shall ensure that: <ul style="list-style-type: none"> Contractors under their control are informed of and follow the procedure, where applicable. Contribute to procedure reviews
All Personnel	Shall ensure that: <ul style="list-style-type: none"> This procedure is followed personally and by contractors/visitors under their control, where applicable Contribute to procedure reviews
Document Owner	<ul style="list-style-type: none"> The position responsible for the preparation, review and accuracy of this document.
Document Sponsor	<ul style="list-style-type: none"> The position responsible for the approval and use of this document

5 Definitions

Access Platform	Means a platform that is only used or intended to be used to provide access for persons, or for persons and materials to or from places of work.
Approved	Means having appropriate Territory Generation endorsement in writing.
Authorised	Means a <i>competent person</i> with technical knowledge or sufficient experience who has been <i>approved</i> to act on behalf of Territory Generation to perform the duty concerned.
Baseplate	Means a plate to distribute the load from a load-bearing member to the supporting structure.
Bay	Means the space enclosed by four adjacent standards, or the equivalent space in a single pole scaffold.
Brace	Means member, usually a diagonal, which resists lateral loads and/or movements of a structure.
Castor	Means a swivelling wheel attached to the lower end of a standard for the purpose of supporting and moving a scaffold.
Catch Platform	Means a temporary platform attached to a scaffold to contain debris falling from a work platform.
Chute	Means an inclined or vertical trough or tube through which articles are passed from a higher to a lower level.

Competent Person	Means a person who has, through a combination of training, qualification and experience, acquired knowledge and skills enabling that person to correctly perform the specified task.
Counterweight	Means a weight or series of weights that counterbalance a scaffold from overturning.
Cradle	Means the portion of a suspended scaffold that incorporates a suspended platform.
Dead Load	Means a permanent inert load on a building or other structure due to the weight of its structural members and the fixed loads they carry, which impose definite stresses and strains upon the structure.
Edge Protection	Means a barrier to prevent a person or thing falling from the edge of: <ul style="list-style-type: none"> • Building or other structure; or • An opening in a surface of a building or other structure; or • A fall arresting platform; or • The surface from which work is to be done e.g. a scaffold.
Employee	Means a worker employed by Territory Generation, a contractor or subcontractor, and a person employed by a contractor or subcontractor, who carries out work for Territory Generation.
Fall Arresting Platform	Means a platform installed to arrest the fall of a person who falls from a building or other structure.
Frame Scaffold	Means a scaffold assembled from prefabricated frames, braces and accessories.
Guard Rail	Means a fixed structural member to prevent persons from falling from a height, such as roof, work platform, walkway, stairway or landing.
Guy Rope	Means a rope used to help stabilise a vertical member.
Hazard	Means a situation or thing that has the potential to harm a person.
High Risk Work License	Means any of the licenses listed in Schedule 3 of the NT WHS (NUL) Regulations. A person performing scaffolding work must hold the relevant scaffolding licence class if a person or thing may fall more than 4 metres from the scaffold. The licence is issued by the Regulator.
Landing	Means a level area used to provide access to a stairway or ladder, or located at an intermediate

	level in a system of stairways or ladders.
Ledger	Means a horizontal structural member longitudinally spanning a scaffold.
Lift	Means the vertical distance from the supporting surface to the lowest ledger or level at which a platform can be constructed, or the vertical distance between adjacent ledgers or levels at which platforms can be constructed.
Loading Bay	Means a platform on a scaffold for the storage of materials and equipment.
Member	Means anything that forms part of the scaffold assembly.
Needle	Means a cantilevered structural member that forms part of the scaffold assembly.
Operational risk assessment	Means a higher level risk assessment process used to manage the risks arising from operational matters involving internal procedures, people and systems. This process is usually conducted by a stakeholder group.
Outrigger	Means a framed component that increases the effectiveness of base dimensions of a tower and is attached to the vertical load-bearing members.
Parapets	Means a vertical element usually located at the edge of a balcony, roof, bridge or similar structure.
Perimeter Containing Screen	Means a screen designed to: <ul style="list-style-type: none"> • Stop objects falling on persons from a level of a building • Redirect a falling object onto a catch platform
Platform	Means an elevated surface.
Platform Bracket	Means a bracket attached to the scaffold to enable a platform to be placed between the scaffold and the building or structure.
Putlog	Means a horizontal structural member spanning between ledgers or a ledger and an adjacent wall, and intended to support a platform
Scaffold	<p>Means a temporary structure specifically erected to support access or working platforms. Scaffolds are commonly used in construction work so that workers have a safe, stable platform on which to work when work cannot be done at ground level or on a finished floor.</p> <p>Scaffolds, once properly erected, are a control measure to minimise the risk of persons and</p>

	objects falling when working at height.
Scaffolding	<p>Means erecting, altering or dismantling a temporary structure erected to support a platform and from which a person or object could fall more than 4 metres from the platform or the structure.</p> <p>Scaffolding work is classified as 'high risk work' under the WHS Regulations for which a licence is required.</p>
Scaffold Plank	Means a decking component, other than a prefabricated platform, that is used or intended to be used in construction of any platform supported by a scaffold.
Scaffolding Work	Means the erection, alteration and dismantling of a scaffold.
Shall	Means a Mandatory requirement.
Should	Means an Advisory requirement.
Soleboard	Means a board that is able to distribute the load from a load-bearing member to a supporting surface and is intended for use underneath baseplates.
Spur	Means an inclined load-bearing member that transmits a load to the supporting structure.
Standard	Means a vertical structural member that transmits a load to the supporting structure.
Strut	Means a scaffold member subject to a compressive force.
Supporting Structure	Means any structure, structural member or foundation that supports a scaffold.
Suspension Rig	Means a supporting structure (including the trolley rack) from which a cradle is suspended.
Suspension Rope	Means a rope carrying the weight of a cradle and supporting an imposed load.
Task based risk assessment	Means a lower level risk assessment process used to manage the risks arising from a job or task. This process is usually conducted at the task level by the persons carrying out the work.
Tie	Means a member or assembly of members used to tie a scaffold to a supporting structure.
Transom	Means a horizontal structural member transversely spanning an independent scaffold at the standards.

Travel Restraint System	Means a system that: <ul style="list-style-type: none"> • Consists of a harness or belt, attached to 1 or more lanyards, each of which is attached to a static line or anchorage point; and • Is designed to restrict the travelling range of a person wearing the harness or belt so that the person cannot get into a position where the person could fall off an edge of a surface or through a surface.
Tube and Coupler	Means Scaffolding that consists of steel tubing (tube) and joining or fixing components (couplers) that are fixed together to form a required scaffold design.
Working Load Limit	Means the maximum working load that may be applied to any component or system.
Working Platform	Means a platform from which persons perform work and may also be used to support materials and equipment.

6 Records

- All records of training, competence and *High Risk Work Licensing* (see attachment 3) shall be kept in the Territory Generation Authorisation Database.
- Completed JSEA's shall be referenced to the associated job number and stored for a period of five years. It is at the discretion of each site coordinator as to if these records are stored electronically in TRIM or as a filed hard copy.
- Completed operational risk assessments and all other related records shall be saved in TRIM and stored for a period of 5 years.
- All other records such as design modifications to, and specifications for, scaffolding, plant and work processes associated with scaffolding work; shall be saved in TRIM.

7 General Requirements

7.1 Risk Assessments

- Tasks that have a Scaffolding aspect to them shall be risk assessed before they are conducted. A *Job Safety and Environmental Analysis* (JSEA) or equivalent can be used for this purpose.
- Where the risks associated with Scaffolding cannot be controlled adequately with the use of a JSEA then an *Operational Risk Assessment* should be conducted.
- The *Safe Scaffolding Checklist* (see Attachment 1) should be used in conjunction with the risk assessment process to help identify the relevant risks.
- The risk assessment should take into account the following:
 - The use of the *Safe Scaffolding Checklist* to assess the risks in conjunction with the development of a Job Safety and Environment Analysis;
 - The size, location, height and weight of the scaffolding to be constructed;
 - Is a mechanical aid such as a forklift required to erect, move or relocate the scaffold;
 - Is the scaffold correctly assembled and secure to prevent loose objects from falling;
 - Are there any sharp or protruding objects that may present a risk of injury or damage other equipment or plant when moved;

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- Has a safe access route been identified where there is no obstacles;
- Have you discussed the process with the employee(s) that are required to perform the Scaffolding task?
- If a person or thing may fall more than 4 metres from the scaffold a licensed contractor must be engaged to erect, move or relocate the scaffold;
- Where a person or thing may fall 4 metres or less, a competent person with relevant information, instruction, training and supervision may erect, move or relocate the scaffold.

7.2 Control of Risks

7.2.1 Once a risk assessment has been completed and the relevant parties are satisfied that the risks have been identified. An appropriate control measure has to be elected as the most practical and safest means to mitigate injuries to employees and damage to equipment or plant.

7.2.2 Control measures shall be the introduction of one or a combination of the following:

- a) Use of accepted best practice Scaffolding techniques when conducting a task;
- b) Appropriate training in safe Scaffolding techniques and the use of mechanical aids;
- c) Constant review of safe Scaffolding techniques;
- d) Redesigning of Scaffolding tasks to eliminate the risk to the health and safety of the employee(s), and;
- e) Constant review of control measures to ensure that work procedures have not changed that could render the control measures as unsafe or inappropriate.

7.3 Planning

7.3.1 Scaffolding work should be carefully planned in consultation with all relevant people involved in the work before work starts so it can be carried out safely.

Consultation should include discussions on the:

- Ground condition and type,
- Working environment,
- Weather conditions,
- Nature of the work and other activities that may affect health and safety,
- Interaction with other trades,
- Entry and exit from the scaffold,
- Management of mobile plant and surrounding vehicular traffic and
- Safe Work Method Statements (SWMS)/task based risk assessment.

7.3.2 Scaffolding plan - Planning is an important first step in managing risk. An effective scaffolding plan will help identify ways to protect people who are:

- Erecting, using, maintaining, altering and dismantling the scaffold
- Near the scaffolding work e.g. other workers and members of the public.

7.3.3 Where a scaffolding plan is required, it should be prepared by a competent person in consultation with a range of other people relevant to the work and workplace, for example:

- The scaffold designer e.g. to discuss the design loads and the capability of the structure to support extra loadings,

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- The scaffolding contractor or builder—this may be the person conducting a business or undertaking or principal contractor— e.g. to assess where underground drains or pits and underground services are located. The work should be planned to avoid excavating service trenches under, through or adjacent to scaffolds,
- Workers, work health and safety committees and health and safety representatives regarding erecting, maintaining, altering and dismantling the scaffold,
- Other competent people familiar with such structures e.g. an engineer or a person holding an intermediate or advanced scaffolder licence, and
- The electricity supply authority if the scaffold is being erected near overhead electric lines.

7.3.4 The scaffolding plan should address:

- Basis of design,
- Foundations including ground conditions,
- The weight bearing capacity of the surface where the scaffold is to be erected,
- Dead loads e.g. resulting from the size and weight of the scaffold,
- Live and environmental loads e.g. wind loads,
- Containment sheeting,
- Supporting structure,
- Entry and exit,
- Tying and anchors—where anchors will be placed on the supporting structure and types of anchors to be used,
- Bracing,
- Type of scaffold, and
- Edge protection.

7.4 Scaffold Design

- a) Scaffold designers should consider the work practices necessary to erect and dismantle the scaffold as designed and identify health and safety risks and control measures at the design stage.
- b) Designers should consider:
 - The method and sequence of erecting and dismantling the scaffold and the related risks e.g. manual handling,
 - Providing safe entry to and exit from work areas on and around the scaffold,
 - Minimising the working heights for people erecting and dismantling the scaffold,
 - Installing edge protection including guardrails, mid-rails and toeboards, containment sheeting, fall arrest systems e.g. horizontal life lines or other fall risk controls when working at height,
 - Providing advice and information about using the scaffold e.g. drawings, scope of work instructions and bills of quantity to the scaffolding contractor and the principal contractor, and,
 - Minimising sloping surfaces on a scaffold that may cause slip hazards and ensure risk control measures are identified and included in the design.
- c) The design of the scaffold should take into account:

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- The strength, stability and rigidity of the supporting structure,
- The intended use and application of the scaffold,
- The safety of people who erect, maintain, alter and dismantle the scaffold,
- The safety of people using the scaffold, and
- The safety of people near the scaffold.

7.5 Foundations

- a) Scaffold foundations should be designed and constructed to carry and distribute all the weight of the scaffold including dead and live loads, for example perimeter containment screens placed on the scaffold.
- b) Ground conditions, the effects of the weather—particularly wind and rain—and loadings should be considered when designing the scaffold foundation.

7.6 Ground Conditions

- a) The project supervisor/manager for a construction project and the scaffolding contractor should ensure ground conditions are stable and inform scaffolders of factors which may affect ground stability before the scaffold is erected.
- b) When a scaffold is erected on a surface it is important the surface is stable to bear the most adverse combination of dead, live and environmental loads that can reasonably be expected during the period the scaffold is in use.
- c) Water and nearby excavations may lead to soil subsidence and the collapse of a scaffold. Any likely watercourse, for example a recently filled trench which has the potential to create a wash out under the scaffold base should be diverted away from the scaffold.

7.7 Loading

- a) A scaffold should be designed for the most adverse combination of dead, live and environmental loads that can reasonably be expected during the period the scaffold is in use.
- b) The specifications of the designer, manufacturer or supplier should be followed for the maximum loads of the scaffold. The dead, live and environmental loads should be calculated during the design stage to ensure the supporting structure and the lower standards are capable of supporting the loads.
- c) Consider environmental loads, particularly the effects of wind and rain on the scaffold. For example, environmental loads imposed by wind and rain may be heightened if perimeter containment screens, shade cloth or signs are attached to the scaffold. Staggering the joints in standards may help control the risk of scaffold collapse from environmental loads.
- d) Dead loads relate to the self-weight of the scaffold structure and components including working, catch or access platforms, stairways, ladders, screens, sheeting, platform brackets, suspension ropes, secondary ropes, traversing ropes, tie assemblies, scaffolding hoists or electrical cables.
- e) Live loads include the:
 - Weight of people,
 - Weight of materials and debris,
 - Weight of tools and equipment, and
 - Impact forces.
- f) Scaffolds should not be used to support formwork and plant, for example hoist towers and concrete pumping equipment unless the scaffold is specifically designed for this purpose.

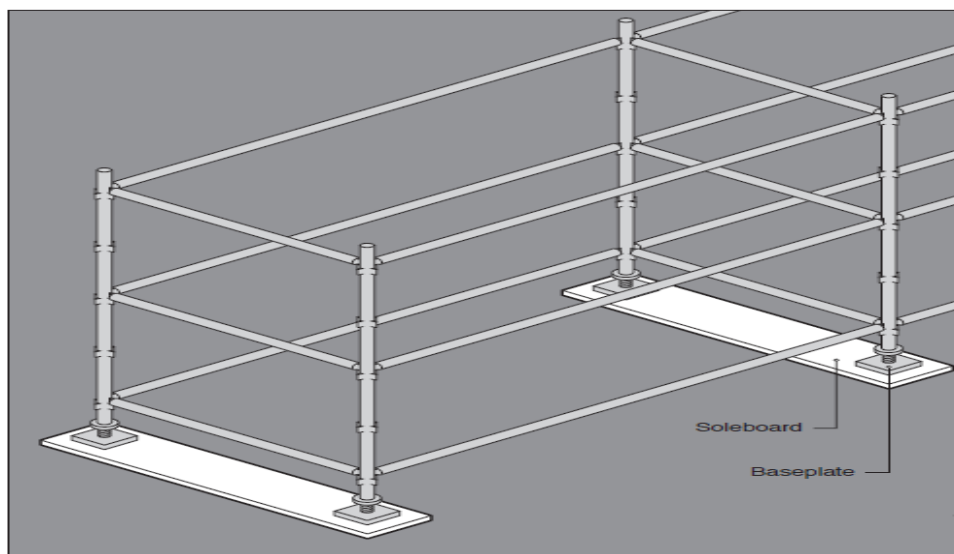
7.8 Supporting Structures

- a) Consider the capability of the supporting structure to bear the most adverse combination of loads possible when using the scaffold. Get advice from a competent person before erecting scaffolds on verandas, suspended flooring systems, compacted soil, parapets and awnings.
- b) Propping may be required where the supporting structure is not capable of bearing the most adverse combination of loads.

7.9 Soleboards and Baseplates

Soleboards and baseplates can be used to evenly distribute the load from the scaffold to the supporting surface (see Figure 1). Both soleboards and baseplates may be required for use on less stable surfaces, for example soil, gravel, fill or other product which creates a system of beams and flat slabs.

Figure 1: Soleboards and baseplates



7.10 Stability

Scaffold stability may be achieved by:

- Tying the scaffold to a supporting structure,
- Guying to a supporting structure,
- Increasing the dead load by securely attaching counterweights near the base, and
- Adding bays to increase the base dimension.

7.11 Tying and Anchoring

- a) Tie methods and spacing should be in accordance with the instructions of the manufacturer, designer or supplier.
- b) Control measures for tying scaffold include:
 - Consulting with the scaffold designer, manufacturer, supplier or an engineer if it is not practical to position the ties in accordance with the instructions.
 - Using more ties if:
 - The scaffold is sheeted or netted due to increased wind loadings,
 - It is used as a loading platform for materials or equipment, and
 - Lifting appliances or rubbish chutes are attached.

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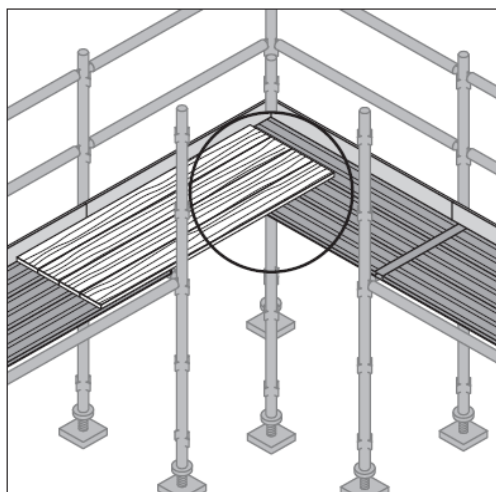
- The person conducting a business or undertaking having a competent person regularly inspect the existence and effectiveness of scaffold ties to ensure they are not modified or altered by unauthorised people e.g. finishing trades who may loosen, relocate or remove ties to gain access to walls and openings.
- Not attaching extra loads on the scaffold—e.g. signs and perimeter containment screens—without first consulting with a competent person e.g. the scaffold design engineer or the supplier.
- Cast-in anchors or ‘through bolts’ that pass through a wall are preferred to drill-in expansion or chemical anchors for securing scaffold ties because of possible failure due to faulty tensioning or epoxies.
- Drill-in expansion anchors should be limited to the load (torque) controlled type. The working load limit (WLL) should be limited to 65 percent of the ‘first slip load’ stated in the information provided by the supplier.
- Deformation-controlled anchors including self-drilling anchors and drop-in (setting) impact anchors should not be used.
- Where chemical anchors are used, all anchors should be tested and proof loaded to the working load multiplied by a factor of 1.25.
- All drill-in expansion anchors should be installed using a torque wrench set to the required torque, unless the anchor has an in-built torque indicator. Documented verification should be kept on site, stating:
 - The anchor setting torque,
 - Install date, and
 - Location and name of the competent person installing the anchors.
 - Drill-in expansion or chemical anchors should have a safety factor of 3 to 1 on their failure load. If any anchors fail the remaining anchors on the same level should be tested.
 - Ties should not obstruct access along the working and access platforms.
 - Ties should interconnect with both the inner and outer scaffold standards unless otherwise specified by an engineer to increase the rigidity of the scaffold.
 - Ties from scaffold to structure should be designed to be non-pivoting and fully secured to ensure they cannot be loosened.

7.12 Working Platforms

- a) Working platforms except suspended scaffolds should have duty classifications and dimensions complying with the manufacturers’ information on loadings.
- b) Each scaffold should be designed to carry the required number of working platforms and to support its live loads. Scaffold planks on working platforms should:
 - Have a slip-resistant surface,
 - Not be cracked or split,
 - Be of uniform thickness,
 - Be secure, so it cannot be kicked off or susceptible to uplift or displacement during normal use,
 - Be positioned so no single gap between planks exceeds 10 mm, and
 - Not be lapped on straight runs of modular and tube and coupler scaffolding, but may be lapped on hanging bracket scaffolds where butting of planks at a pair of brackets cannot be achieved.

- c) Lapped scaffold planks may sometimes be used to cover gaps around corners of scaffold bays (see Figure 2). These planks should be safely secured. In some circumstances they may not need to be secured, provided the following are met:
- Timber is lapped over metal planks
 - Planks are 1.2 metres long or greater;
 - Plank overlap, past the edge of the plank underneath, is 300 mm or greater; and,
 - Standards prevent planks from moving sideways on the scaffold.
- d) Wind forces should be taken into consideration when installing lapped planks. If the scaffold could be subjected to wind then the lapping planks should be secured.
- e) If using plywood sheets to cover gaps between scaffold bays the plywood sheets should be:
- A minimum of 17 mm thick
 - Only used to cover gaps less than 500 mm wide unless approved by an engineer, and
 - Secured.

Figure 2: Overlapping planks



- f) Metal planks lapped on other metal planks should be secured using fixings, for example metal strapping. Tie wire or another system that is not structurally rated should not be used to secure planks on hop-up brackets.
- g) More generally:
- Planks should be secured.
 - Each hop-up bracket should be provided with tie bars unless constructed with scaffold planks locked into position to stop brackets from spreading apart or causing planks to dislodge, unless otherwise specified by the scaffold designer.
 - The overhang of planks which are supported by putlogs should be greater than 150 mm but less than 250 mm—otherwise uplift might occur.
 - Avoid nailing or screwing laminated planks into position, unless otherwise specified by the manufacturer. Moisture penetrating the planks can cause damage and may not be easily detected.
- h) Scaffold working platforms are generally rated as light, medium or heavy duty:
- Light Duty – up to 225 kg per platform per bay. Examples include painting, electrical work, many carpentry tasks and other light tasks. Platforms should be at least two traditional scaffold planks wide (approximately 450 mm).

- Medium Duty – up to 450 kg per platform per bay. Examples include general trades work like tiling and light steel framing. Platforms should be at least four traditional scaffold planks wide (approximately 900 mm).
- Heavy Duty – up to 675 kg per platform per bay. This is what is needed for concrete block laying, bricklaying, concreting, demolition work and most other work tasks involving heavy loads or heavy impact forces. Platforms should be at least 900 mm wide.
- Special Duty – has a designated allowable load as designed.

7.13 Adjacent Buildings or Structures

- a) No part of the scaffolding activities should adversely affect the structural integrity of other buildings. Ensure risks are controlled to prevent injury to people or damage to adjacent buildings or structures from the:
- Collapse of the scaffold onto the adjacent building or structure, and
 - Collapse of the adjacent building or structure, or a part of the building or structure.

7.14 Unauthorised Access

- a) Regulation 225(5): The person with management or control of a scaffold at a workplace must ensure that unauthorised access to the scaffold is prevented while the scaffold is incomplete or unattended.
- b) This applies to suspended, cantilevered, spur or hung scaffolds, as well as a scaffold from which a person or thing could fall more than 4 metres.
- c) Entry to scaffold areas should be restricted to those carrying out the scaffolding work while the scaffold is being erected, altered, repaired or dismantled. Control measures, for example barriers and warning signs should be used to prevent unauthorised access when it is left unattended.
- d) More duties apply to suspended, cantilevered, spur or hung scaffolds and a scaffold from which a person or thing could fall more than 4 metres (see regulation 225 of the WHS Regulations).

7.15 Emergency Plans

- a) Regulation 43(1): A person conducting a business or undertaking must ensure that an emergency plan is prepared and maintained so it remains effective for the workplace, and provides for the following:
- Emergency procedures, including:
 - An effective response to an emergency,
 - Evacuation procedures,
 - Notifying emergency service organisations at the earliest opportunity,
 - Medical treatment and assistance,
 - Effective communication between the person authorised by the person conducting the business or undertaking to co-ordinate the emergency response and all persons at the workplace,
 - Testing of the emergency procedures, including the frequency of testing,
 - Information, training and instruction to relevant workers in relation to implementing the emergency procedures.
- b) To ensure a co-ordinated approach when responding to an emergency, the scaffolding contractor should consult with the principal contractor or the person with management or control of the workplace. This will ensure unexpected incidents like a scaffold collapse or people falling from height are included in the broader emergency plan for the workplace.

- c) The scaffolding contractor has a duty to ensure emergency procedures are prepared and communicated to workers carrying out activities associated with the scaffold.

8 Scaffolding Work

- a) Regulation 225: The person with management or control of a scaffold at a workplace must ensure that:
- The scaffold is not used unless the person receives written confirmation from a competent person, who has inspected the scaffold, that construction of the scaffold has been completed,
 - The scaffold and its supporting structure are inspected by a competent person:
 - Before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold,
 - Before use of the scaffold is resumed after repairs, and
 - At least every 30 days.
 - If an inspection indicates that a scaffold at a workplace or its supporting structure creates a risk to health or safety, the person with management or control of the scaffold must ensure that:
 - Any necessary repairs, alterations and additions are made or carried out, and
 - The scaffold and its supporting structure are inspected again by a competent person before use of the scaffold is resumed,
 - Unauthorised access to the scaffold is prevented while the scaffold is incomplete or unattended.
- b) These requirements apply to suspended, cantilevered, spur and hung scaffolds, as well as any other scaffold from which a person or thing could fall more than 4 metres.

8.1 Erecting a Scaffold Safely

- a) Planning how to erect a scaffold is the first step to ensure the work can be done safely. The following work method should be used for erecting a scaffold:
- After enough components of the scaffold have been erected to support it, immediately install:
 - A platform at least 450 mm wide along the full length of the section of scaffold,
 - Edge protection across the space between the uprights forming the outer frame of the scaffold at the level the scaffold has reached, and
 - A way to enter the scaffold e.g. temporary stairs or a ladder to the level the scaffold has reached.
 - Before the next level of the scaffold is erected, a platform should be installed below the level at a distance of not more than 2 metres.
 - A section of the platform may be left open to allow the passing of planks or other scaffolding components between levels.
 - A platform does not need to be installed on the bottom level of the scaffold.
 - A platform may be removed after work has started two levels above the level from which the platform is to be removed.
- b) The following safe work practices should also be used when erecting a scaffold:
- Scaffold fittings and other connections should be securely tightened. Fittings should be fitted in accordance with the manufacturer's or designer's specifications and the scaffolding plan.
 - Scaffolding components should be installed as the scaffold is erected, for example installing:
 - All bracing and ties, and

- Guy ropes or butresses.
 - Consider using specifically designed loading platforms or back propping to prevent overloading the building floor or the scaffold.
 - Get certification from a competent person before erecting scaffold on awnings.
 - Limit the number of workers on a scaffold at any one time.
 - Develop and follow a methodical work sequence.
 - Work from a full deck of planks whenever possible.
 - Do not climb on guardrails to gain extra height.
 - Implement measures to control the risk of a fall if the internal gap—that is the gap between the inner edge of the length of the platform and the face of the building or structure immediately beside the platform—on scaffolds including hanging bracket scaffolds, is greater than 225 mm. For example, install:
 - Edge protection, and
 - Extra scaffold planks to minimise the size of the internal gap.
 - When using a ladder to erect scaffolds, ensure the ladder is fixed to the scaffold structure to prevent movement and instability. For further information on ladders, see the Code of Practice: *Managing the Risk of Falls at Workplaces*.
 - When installing or erecting scaffolds over or beside water, risk controls may include alternative erection methods, for example prefabrication away from the water and installation by crane.
 - When working with scaffolding equipment the scaffolder should clearly mark defective equipment with paint or tags so defective equipment is identified and removed.
- c) An example of scaffold erection is shown in Figure 3. In this example the scaffold is being erected against an existing building so guardrails are only needed on external faces. Access ladders and toeboards have been omitted for clarity.

Figure 3: Erecting a Scaffold



8.2 Dismantling a Scaffold Safely

- a) Edge protection and a way to enter the scaffold can be removed as the scaffold is dismantled, provided it is removed at the last possible stage.
- b) A platform of at least 450 mm wide at the level the dismantling has reached should be in place, where possible.

- c) Ensure when dismantling the scaffold, the platform immediately below the level the worker is standing on has a full set of planks across its width and is no lower than 2 meters.
- d) A section of the scaffold may be left open, for example no platform in place, to allow the lowering of planks or other scaffolding components between levels.
- e) Scaffolding components should never be dropped in an uncontrolled way when dismantling the scaffold.

8.3 Altering a Scaffold

- a) Control measures to eliminate or minimise health and safety risks include:
 - Consulting the scaffold designer before making alterations,
 - Scaffold alterations are in accordance with the scaffolding plan,
 - Alterations do not compromise the structural integrity of the scaffold, and
 - Systems are in place to identify unauthorised interference with the scaffold e.g. regular inspections.

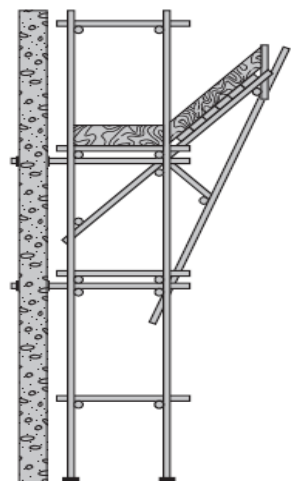
8.4 Falling object and falls from height.

- a) Control measures to eliminate or minimise the risk of a falling object can include fall arrest platforms, catch platforms, overhead protective structures, perimeter screening and exclusion zones. Chin straps for hard hats and tool lanyards can be used by scaffolders to minimise the risk of equipment falling.
- b) Hazards which may increase the risk of a fall while erecting, altering or dismantling a scaffold include:
 - Poor environmental conditions e.g.:
 - Strong winds that may cause workers to lose balance
 - Rain causing slippery work surfaces, and
 - Glare emitted from work surfaces or poor lighting affecting visibility.
 - Materials, equipment or protruding objects below, or in adjoining work areas e.g.:
 - Pallets of construction materials,
 - Vertical reinforcing steel,
 - A rubbish skip,
 - Exposed starter bars
 - Void areas not identified or protected e.g. ladder access voids
 - Incomplete scaffolds or loose scaffolding components where work is being done, or is likely to be done, and
 - Inadequate training, instruction and supervision of scaffold workers.

8.5 Catch Platforms

A catch platform can be used as a risk control measure to minimise the distance a person could fall during work at height and to catch falling objects (see Figure 4).

Figure 4: Catch Platform



8.6 Edge Protection

- a) Edge protection may be used as a risk control measure to prevent the risk of death or injury from a fall during work at height.
- b) Obtain written approval from a competent person before installing edge protection on a scaffold system which was not originally designed, supplied or manufactured with edge protection. Approval should include specifications on how to install and maintain edge protection.
- c) The person with management or control of a scaffold at a workplace must ensure that so far as is reasonably practicable, identify fall hazards associated with the installation and dismantling processes of edge protection and implement control measures. Edge protection should include controls for falling objects, for example toeboards.

8.7 Access and Egress

- a) The access and egress to scaffolding must, so far as is reasonably practicable, be safe for workers when erecting, using and dismantling a scaffold. Common means of entry and exit include:
 - Temporary stairs or portable ladder access systems installed at the start of erection, progressed with the scaffold, and used by the scaffolder whenever possible,
 - Permanently installed platforms or ramps,
 - Personnel hoists—non-mechanical forms of exit e.g. a ladder or stair tower should be provided in case of emergency, and
 - Using the existing floor level of a building, if entry from there is safe.
- b) Stairs should be secured to the scaffold bay. If stairs cannot be self-secured to the scaffold, they should be lashed as unsecured stairs can be affected by wind and may be dislodged. If not secured, the designer or supplier should provide documentation illustrating the maximum amount of clearance allowed between the transom and the top and bottom of the stair module. Ensure the gap between the end of a stair module and a transom is as small as possible. Large gaps can lead to stairs dislodging and falling when a load is placed onto it.

8.8 Ladders

- a) Fixed industrial single ladders—not extension ladders—should be used for entry to or exit from a scaffold. Ladders should not be used as a work platform or to gain extra height to carry out work from a scaffold.
- b) The following safe work practices should be followed when working with ladders:
 - Ladders may be used where entry to the working platform is needed by only a few people and where tools and equipment can be delivered separately to the working platform, for example by materials hoist, crane or a rope and gin wheel.
 - Ladders should be within a separate ladder access bay of the scaffold wherever space permits.
 - If the access bay is part of the working platform a trap door should be provided. Where possible ladder entry should be far enough away from the working platform to prevent people falling through openings. Strict controls should be implemented to ensure the trap door remains closed while working from the platform, for example a person passing through the trap door should not need to hold it open. Gates should be self-closing and not open away from the platform.
 - Ladders should be set up on a firm, level surface, be securely fixed and not used on scaffold bays to gain extra height above the scaffold structure.
- c) More detailed guidance on ladders is in the Code of Practice: *Managing the risk of falls at workplaces*.

8.9 Perimeter Containment Screening

- a) Perimeter containment screening may be used to protect people from falling objects. Perimeter containment screens can be made of mesh, a high quality shade cloth, timber, plywood, metal sheeting or other material suitable for the purpose. Before using perimeter containment screening, consideration should be given to other risks like conductivity of electricity and loads.
- b) Perimeter containment screens should be located inside the standards on working platforms or in accordance with the manufacturer's specifications. Where used, the lining should be attached to the inside of the mesh. The lining can be attached using non-structural locating product which keeps the lining in place while minimising damage to the lining. However the extra wind loading represented by using linings should be considered when selecting a lining material.
- c) Perimeter containment screens can act as a 'sail area' leading to increased wind loads on the scaffold. The framework supporting a screen should be able to support loads resulting from the screen.
- d) The scaffold design and its ties fitted with containment sheeting should be approved by a competent person, for example an engineer with experience in structural design.

8.10 Fall Arrest Systems

- a) Fall arrest systems can be used as a risk control measure to arrest a person's fall when working on a scaffold. However fall arrest systems are not usually suitable for erecting a scaffold because:
 - Workers are likely to hit a component of the scaffold before the fall is arrested
 - Obtaining satisfactory anchorage points to support a load of 15kN may be difficult
 - Continuously hooking on and off the scaffold may be inconvenient, and
 - Fall arrest lines may become trip hazards.
- b) Fall arrest systems should only be used during the following scaffold activities:
 - Erecting or dismantling 'drop' or 'hung' scaffold where the scaffold is constructed from top to bottom—this allows for a clear fall zone in the event of a fall.
 - Fixing and removing trolley tracks on suspension rigs.

- Erecting or dismantling cantilevered needles and decking between the needles. Fall arrest systems could also be used when the first lift of scaffold is erected where workers are standing on the deck between the needles.
 - Erecting and dismantling the first lift of a cantilevered scaffold including the first platform.
 - Attaching and removing spurs projecting from the supporting structure.
- c) Further information on fall arrest systems is in the Code of Practice: *Managing the risk of falls at workplaces*.

8.11 Working near Electrical Apparatus

- a) Electrical power sources, whether overhead or underground, can be a significant hazard. Construction work carried out on or near energised electrical apparatus or services is high risk construction work and a SWMS must be prepared before this work starts.
- b) Electric lines pose significant risks including electrocution, arcing, explosion or fire causing burns, unpredictable cable whiplash and other objects being electrified like signs, poles, trees or branches. Construction work carried out on or near energised electrical installations or services is high risk construction work and a SWMS must be prepared before this work starts.
- c) The following should be considered when working near electric lines:
- Are workers, plant, tools or the scaffold likely to go near electric lines? If so, how close are they allowed to be?
 - Has the relevant electricity supply authority been contacted for information about specific requirements when working near electric lines including the qualifications required for those people working near electric lines?
 - Is there a safety observer in place to watch plant when it is moving and is likely to come close to electric lines?
 - Are unauthorised person zones, authorised person zones and exclusion zones in the work area set up?
 - Are emergency rescue procedures in place including calling the electricity supply authority to isolate the electricity supply before trying to rescue a person who has received an electric shock?
- d) Most risks can be addressed by observing safe working distances for people working near electric lines. Safe working distances will depend on the type of work being carried out and the voltage of the electric lines. You should contact the relevant electricity supply authority to determine the type of control measure needed. This may include isolating the line.
- e) More detailed guidance on managing risks associated with electricity is in the:
- Code of Practice: Managing electrical risks at the workplace, and
 - Code of Practice: Working in the vicinity of overhead and underground electric lines.

8.12 Powered Mobile Plant and Traffic

- a) Powered mobile plant and vehicular traffic are hazards which can potentially affect worker safety and the safe use and structural integrity of a scaffold.
- b) Control measures to minimise the risks, so far as is reasonably practicable, associated with moving plant and traffic include:
- Re-routing vehicles and mobile plant away from where the scaffold is located e.g. by using traffic controllers to redirect traffic
 - Using barricades, signs, posts, buffer rails, guards, concrete or timber kerbs to prevent mobile plant and traffic from coming into contact with a scaffold, and

- Ensuring the scaffold does not have unnecessary protrusions e.g. over-length transoms, putlogs, tie tubes or over-height standards.

9 Specific Types of Scaffold

9.1 Birdcage Scaffold

- a) A birdcage scaffold is an independent scaffold consisting of more than two rows of standards in both directions and is connected by ledgers and transoms. It is mainly used for work carried out on a single level, for example ceilings.
- b) See the designer's specifications when erecting and dismantling birdcage scaffolds made from modular scaffolding.
- c) The following risk control measures should be implemented for birdcage scaffolds made from tube and coupler scaffolding:
 - Only use birdcage scaffold to support formwork if it has been specifically designed for this purpose.
 - Provide longitudinal bracing or a tied face at every third longitudinal row of standards.
 - Brace the outside row of standards on each face and each third row internally with longitudinal bracing.
 - Provide transverse bracing at every fourth bay on the ends of the scaffold.
 - Consider using scissor lifts to assist with erecting or dismantling birdcage scaffolds.
- d) A fall arrest system is generally not a suitable risk control measure for the erection or dismantling of perimeter and birdcage scaffolds. See section 4.4 for further information on fall arrest systems.

9.2 Tower Scaffold

- a) A tower scaffold is an independent scaffold consisting of four vertical standards connected longitudinally and transversely or two frames in plan connected transversely to create a scaffold of one bay.
- b) The following control measures should be implemented for tower scaffolds:
 - Construct the tower with modular, frame or tube and coupler scaffolding.
 - Ensure the tower is resting on firm level ground with the wheels or feet properly supported. Do not use bricks or building blocks to take the weight of any part of the tower.
 - Ensure the height of a tower scaffold from the bottom of the scaffold to the working surface is no greater than the multiple of the minimum base dimension as specified in the manufacturer, supplier or designer information.
 - Reduce the height to base ratios or provide extra support if the scaffold is:
 - Sheeted or likely to be exposed to strong winds
 - Loaded with heavy equipment or materials
 - Used to hoist heavy materials or support rubbish chutes
 - Used for operations involving heavy or awkward equipment e.g. grit blasting or water jetting, and
 - Supporting a ladder.

9.3 Mobile Scaffold

- a) A mobile scaffold is a tower scaffold mounted on castors (see Figure 6).

Figure 6: Mobile Scaffold

- b) Manufacturers and suppliers must provide information about how to use and erect mobile scaffolds safely. If a scaffold is to be altered contact the manufacturer or supplier for guidance. Prefabricated mobile scaffolds should be erected in accordance with manufacturer's specifications.
- c) The following control measures should be implemented for mobile scaffolds:
- The height of a mobile scaffold—from the bottom of the scaffold to the working surface—should be no greater than the multiple of the minimum base dimension as specified in the manufacturer, supplier or designer information.^(1 See footer note)
 - Where adjustable castors are used the slope of the surface should not exceed 5 degrees.
 - Use a secure internal ladder with a protected opening e.g. a hinged trap door for entry and exit to and from the scaffold.
 - Select the correct size and capacity castors to support the total mass of the dead and live loads of the scaffold.
 - Use castors that have the WLL clearly marked.
 - Castors fitted to standards should be locked before erection continues.
 - Castors with adjustable legs should be used and adjusted to keep the platform level when the supporting structure is at different heights.
 - Incorporate plan bracing at the base of mobile scaffolds to provide greater stability.
 - Before moving mobile scaffolds check:
 - There are no power lines or other overhead obstructions,
 - The ground is firm and level,
 - No person is on the scaffold.
 - No equipment and material can be dislodged from the platform,

¹ *Note:* Some mobile scaffolds, for example aluminium, may not be stable at a 3 to 1 height ratio. [AS 1576 \(Series\): Scaffolding](#) specifies a side load test for verifying the stability of scaffolding. Documentation verifying the mobile scaffold complies with this test is required.

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- The supporting surface is free of obstructions—a small obstruction may cause a mobile scaffold to overturn, and
 - Electrical equipment and leads cannot be tangled.
 - Brakes on castors should be locked at all times unless moving the scaffold.
 - Never move the scaffold in windy conditions.
 - Push or pull the mobile scaffold from the base - never use powered vehicles to move the scaffold.
 - If lifting a mobile scaffold by crane sling the scaffold at the point most likely to maintain stability and prevent dislodgment of scaffolding components. A crane should not be used to lift aluminium mobile scaffolds because the scaffolding components may fail. When craning scaffold, a lifting plan should be put in place outlining safe lifting points and how loose components like base jacks should be secured. The load should be slung by a licensed Dogger or Rigger and manoeuvred in a way that ensures the load remains stable.
 - Ensure guardrails, mid-rails and toeboards are installed on working platforms.
- d) Working from a mobile scaffold should not take place on balcony ledges, live edges and balconies unless the scaffolding is fixed to the structure, for example with screw jacks firmly secured to soffit.

9.4 Tube and Coupler Scaffold

Tube and coupler scaffolds are built from tubing connected by coupling devices. They are frequently used on structures with unusual design, shape or function. The versatility of tube and coupler scaffolds enables them to be assembled in a variety of different configurations. However this means erecting tube and coupler scaffolds can be complex when compared to prefabricated modular scaffolds.

9.5 Frame Scaffold

Frame scaffold is a scaffold assembled from prefabricated frames, braces and accessories. Frame scaffolds, for example 'A' and 'H' frame trestle scaffolds are commonly used by bricklayers, plasterers and painters and for general fit-out and finishing work. Frame scaffolds are often minor scaffolds and do not require a licensed scaffolder to erect or dismantle.

9.6 Hung Scaffold

A hung scaffold is an independent scaffold that hangs from another structure, but is not capable of being raised or lowered when in use.

9.7 Single Pole Scaffold

A single pole scaffold consists of a single row of standards connected by ledgers. Putlogs are fixed to the ledgers and built into the wall of the building or structure.

9.8 Suspended (Swing Type) Scaffold

A suspended scaffold incorporates a suspended platform capable of being raised or lowered when in use. An example of a suspended scaffold is a swing-stage scaffold.

9.9 Special Scaffolds

a) Cantilever Scaffold

A cantilever scaffold is a scaffold supported by cantilevered load-bearing members.

b) Hanging Bracket Scaffold

Hanging bracket scaffolds are systems supported by frames on buildings or other structures. Hanging brackets are sometimes in the shape of an upside down 'L', one arm of which is fixed to a vertical surface, the other projecting horizontally to support scaffold planks.

c) Spur Scaffold

A spur scaffold is a scaffold supported by inclined load-bearing members.

d) Scaffold for Demolition Work

At a minimum, heavy or special duty scaffold should be used during demolition work to contain dislodged materials or to provide a safe working platform and edge protection for workers.

10 Inspection and Maintenance**10.1 Hand Over Inspections**

Procedures must be developed for the inspection and maintenance of the scaffold and scaffolding components to ensure that the scaffold is safe to use and remains in a safe condition. The inspection of scaffolds and scaffolding components at a workplace is particularly important when the scaffold is in place for a prolonged period of time. An example scaffold inspection checklist is included at Attachment 1.

The person responsible for the erection of the scaffold from which a person or object could fall more than four metres must provide the principal contractor or the person conducting a business or undertaking with a handover certificate which should be kept at the workplace until the scaffold has been dismantled (see Attachment 2).

10.2 Frequency of Inspection

The frequency of inspections may vary depending on weather and workplace conditions, the type and size of the scaffold and the risks associated with scaffold collapse.

The supplier of the scaffold should also be consulted on the appropriate intervals for inspection when the scaffold is first installed.

Inspection records should be kept on site and include the location, comments, date and time of inspections, relevant design or specification reference and the person who conducted the inspection. Further information on scaffold inspection requirements refer to AS/NZS 4576 Guidelines for scaffolding.

10.3 Scaffolds and Scaffolding Components

Suppliers and owners of plant must ensure that the plant is without risk to health and safety when properly used. Procedures for the regular inspection of new and re-used scaffolding components should be developed and implemented to ensure scaffold defects are detected and any affected components are identified, repaired or disposed of and replaced as appropriate.

The scaffold must also be structurally sound and safe to use. Where issues are identified and repairs, alterations and/or additions are made, the scaffold must be reinspected and confirmed as safe to use

11 Training

11.1 Relevant high risk licences shall be required for all scaffolding work above 4 metres (See Attachment 3)

11.2 The description of work activity for licence classes shall be applied as per Attachment 3

11.3 For scaffolding work less than 4 metres – only appropriately instructed and competent persons shall conduct this work as determined by relevant Line Managers/Coordinators.

Attachment 1: Safe Scaffolding Checklist

SAFE SCAFFOLD CHECKLIST			
1. SCAFFOLD VICINITY	YES	NO	N/A
Has protection for other workers been provided? (Clear zones, screens etc.)			
Have sufficient safeguards against overhead electric lines been provided?			
Is there sufficient control over vehicle/mobile plant movement?			
Is there sufficient control over crane operation(s)?			
Are there sufficient controls for the storage, handling and use of hazardous substances?			
Are scaffolds erected a safe distance away from trenches or excavations?			
2. SUPPORTING STRUCTURE	YES	NO	N/A
Is the supporting structure in good condition?			
Does the supporting structure have adequate strength?			
Are there sufficient controls to prevent deterioration of the supporting structure?			
Are all measures to strengthen the supporting structure adequate?			
Is the risk of the supporting structure being overloaded from other sources adequately controlled?			
Is the scaffold built on solid ground? If built on soft ground, are soleboards used to properly distribute the load?			
3. SOLEBOARDS AND BASEPLATES	YES	NO	N/A
Are there sufficient soleboards?			
Are the soleboards of suitable material and in a serviceable condition?			
Are the soleboards secure?			
Are there sufficient baseplates?			
Are the baseplates of the appropriate type?			
Are the baseplates serviceable and of suitable dimensions?			
Are the baseplates secure?			
4. SCAFFOLD STRUCTURE	YES	NO	N/A
Are the standards bearing firmly?			
Are the standards plumb (or as designed)?			
Are the longitudinal standard spacing's correct?			
Are the transverse standard spacing's correct?			
Are the joints in standards correctly positioned?			
Are the joints in standards correctly secured (special duty or hung scaffold)?			
Are the ledgers level (or as designed)?			
Are the ledgers continuous (or as designed)?			
Are the lift heights correct?			
Are the horizontal ledger spacing's correct?			
Are the ledgers correctly secured?			
Are ledger joints correctly positioned (tube and coupler scaffold)?			
Are the joints in ledgers correctly secured (tube and coupler scaffold)?			
Are there sufficient transoms/putlogs?			
Are the transoms/putlogs correctly positioned and secured?			

Is the bracing adequate?			
Is the scaffold sufficiently stable?			
Are the ties correctly positioned and correctly fixed?			
5. PLATFORMS	YES	NO	N/A
Does the scaffold have the required number of working platforms?			
Are the working platforms at the required locations?			
Are catch platforms correctly positioned?			
Are the platforms and supporting scaffold constructed for the appropriate duty live loads?			
Are the platform dimensions suitable for the intended work?			
Is there adequate edge protection?			
Are the platforms correctly constructed?			
Are planks secured against wind?			
6. ACCESS AND EGRESS	YES	NO	N/A
Is there safe access and egress to every scaffold platform?			
Are temporary stairways correctly installed?			
Are portable ladders of an industrial grade, serviceable and correctly installed?			
Are access ways and access platforms correctly installed?			
7. CONTAINMENT SHEETING	YES	NO	N/A
Has the scaffold been designed for wind loading on any containment sheeting?			
Are the fixing ties secure?			
Are there any rips or tears?			
Are the overlap joints satisfactory?			
8. GENERAL FITNESS FOR PURPOSE	YES	NO	N/A
Is there adequate provision for material handling?			
Are the clearances between the scaffold and adjacent structures correct?			
Is there adequate protection from falling debris?			
Has the scaffold been adequately designed to support all attachments?			
Are all approaches and platforms effectively lit?			
9. MOBILE SCAFFOLDS	YES	NO	N/A
Is the supporting surface hard and flat?			
Is the area of operation free of floor penetrations, power lines and other hazards?			
Are the castor wheel locks in working order? (They should be locked at all times, except during movement of the scaffold).			

Attachment 2: Scaffold Handover Certificate: Scaffold over 4M

Scaffold Handover Certificate: Scaffold over 4M		
Scaffold supplier/erector		Client
Certificate No:	Client Name:	
Company Name:		
Address:	Address:	
Site Address:		
Contact Phone:	Contact Phone:	
Fax:	Fax:	
Project Details		
Project/Reference Number:		
Description of area handed over:		
Drawings attached:		
Intended use of scaffold:		
Duty Classification:		
Number of working decks:		
Top working platform height:		
3 m Bays:	2.4 m Bays:	1.8 m Bays:
1.3 m Bays:	0.8 m Bays:	Access Bays:
Plant Design Registration Number:	Additional Details:	
Handover of scaffold		
The scaffold detailed above has been erected in accordance with the attached drawings and the model WHS Regulations and model Code of Practice: Managing Risk For Scaffolds; be informed by relevant technical standards; and is suitable for its intended purpose.		
Name:		Signature:
High risk work licence No:		
Time:		Date:
Acceptance – on behalf of the client		
Name:		Signature:
		Date:
Arrange for scaffold to be inspected at intervals not exceeding 30 days or immediately following any incident which may affect the adequacy of the scaffold.		
Design registration number to be displayed at access points.		

Attachment 3: High Risk Work Licence Classes – Scaffolding

Scaffolding Licence Class	Description of work activity for licence class
Basic scaffolding	Scaffolding work involving: <ul style="list-style-type: none"> • Modular or pre-fabricated scaffolds; or • Cantilevered materials hoists with a maximum working load of 500 kilograms; or • Ropes; or • Gin wheels; or • Fall arrest systems, including safety nets and horizontal lifelines; or • Bracket scaffolds (tank and formwork)
Intermediate scaffolding	Scaffolding work included in the class of Basic scaffolding. Scaffolding work involving: <ul style="list-style-type: none"> • Cantilevered crane loading platforms; or • Cantilevered scaffolds; or • Spur scaffolds; or • Barrow ramps and sloping platforms; or • Scaffolding associated with perimeter safety screens and shutters; or • Mast climbing work platforms; or • Tube and coupler scaffolds (including tube and coupler covered ways and gantries)
Advanced scaffolding	Scaffolding work included in the class of Intermediate scaffolding Scaffolding work involving: <ul style="list-style-type: none"> • Cantilevered hoists; or • Hung scaffolds, including scaffolds hung from tubes, wire ropes or chains; or • Suspended scaffolds

Further information relating to scaffolding licence classes can be found in Schedule 3 of the WHS Regulations.