



# MOBILE SCAFFOLD ERECTION PROCEDURE

Task Description	Hazard	Initial Risk Class	Control Measures	Post Risk Class	Comments & Responsibilities
Erection and Alteration of Scaffold	Unstable Ground	3	Ensure correct size soleboards are placed under all standards to distribute weight.	2	"Relevant training induction and qualifications. Scaffold ticket is required for scaffolds above 4.0m platform height - Supervisor to monitor"
	Strains	4	Ensure correct lifting procedures are used	2	Relevant training - all employees
	Stability of Scaffold	5	Ensure scaffold is either on level ground or correctly leveled using spirit level.	2	Safety details; refer to erection guide - Operator
	Stability of Scaffold	4	Check Scaffold for Obvious Damage	2	Replace any damaged components - all employees
	Head, eye injury, cuts, burns, etc	4	Wear hard hats and all relevant personal protection equipment.	2	Relevant training and induction on manufacturers specifications - all employees are responsible
	Power lines (electrocution)	5	Ensure relevant authority has disconnected power or insulated power supply prior to erection.	2	Relevant training - Supervisor to ensure all workers trained
	Electrocution	5	If the electrical wires are not de-energised or isolated, than make sure the standard 4.0m approach distance is maintained for metallic scaffold	2	Site Safety Induction prior to erection - all employees responsible
	Electrocution	5	Once scaffold is erected, install plywood to face of scaffold adjacent to power line.	2	Relevant training - all employees
	Falling	5	During erection, ensure that scaffolders have handrails at 1.0m or safety harness and or inertia reel and static line is used.	2	Induction of safe procedures prior to erection - all employees
	Overturning	5	Ensure that scaffold is correctly tied in to building / structure every 4.0m in height or outriggers are used.	2	Induction of safe procedures prior to erection - all employees
	Collapse	5	Ensure scaffold is built to manufacturers specifications – not to leave out any items such as braces, ties, safety fittings, toeboards, SWL signs.	2	Relevant training - all employees
	Collapse	5	Place braces as indicated on erection procedure provided.	2	Refer to erection guide provided - operator
	Collapse	5	Ensure castor/base plate leg fitted correctly and secured properly.	2	Refer to erection guide - operator
	Falling	5	Ensure scaffold has internal ladder access and hatch platform opens to outer perimeter of scaffold.	2	Refer to erection guide provided - operator
	Use of scaffold and working on scaffold	Collapse	4	Ensure platform is placed on transoms (cross tubes on frames) of scaffold correctly.	2
Falling objects		4	Ensure kickboards fitted correctly to scaffold work platform.	2	Refer to erection guide provided - operator
Electrocution		5	Do not remove any plywood, insulation or warning signs from areas near power lines.	2	Relevant safety induction - all employees
Overturning		5	Ensure that all ties are not modified, moved or removed unless done by ticketed scaffolders according to regulations.	2	Relevant site safety induction - all employees
Collapse		5	Adhere to SWL (Safe Working Load) of scaffold. Do not overload with materials or personnel.	2	Certificate of competency required - all employees
Personal Injury		3	Ensure helmet and all personal protection equipment are worn at all times.	2	Relevant induction once installed - all employees
Fall from scaffold		5	Do not remove any component, handrails, midrails, braces, ladders, toeboards, platforms, frames couplers or ties that could render the scaffold unsafe.	2	Site specific induction - all employees
Bodily harm		4	Ensure personal protective equipment is being worn where required.	2	Relevant training/induction - Foreman
Falling from scaffold		5	Do not climb on scaffold handrail.	2	Relevant training - all employees
Falling from scaffold		5	Do not lean out of scaffold deck area.	2	Relevant training - all employees
Falling from scaffold		5	Do not use extension ladder/crates or any other material to increase reaching height on existing work level.	2	Call to arrange a site inspection and recommend correct scaffold - all employees
Falling from scaffold		5	Do no climb up/down outside of scaffold to get to work level.	2	Refer erection guide – ladder access- all employees
Falling from scaffold		5	Do not remove guardrails/handrails.	2	Refer to safety needs and erection guides - all employees
Collapse / Overturning		5	Ensure castors locked/chocked to prevent movement when in working position.	2	Safety Decals, refer to erection guide - operator
Collapse / Overturning		5	Do not move mobile scaffold while person working on it.	2	Refer to erection site inspection - operator and foreman
Dismantle of scaffold	Overloading	5	Ensure SWL of 225kg not exceeded and that scaffold has one work level only.	2	Refer to safety needs and erection guides - all employees
	Electrocution	5	Ensure scaffold is set to the correct safe clearance from power lines (consult local authority).	2	Refer to safety decals - foreman and operator
	Falling debris	4	Ensure work platform is clean prior to dismantle.	2	Certificate of competency required - all employees
	Collapse / Overturning	5	Remove scaffold for top level down	2	Certificate of competency required - all employees
	Overturning	5	Do not remove lower ties until scaffold is dismantled down to that level.	2	Site specific induction - supervisor to monitor
	Personal injury	4	Wear all personal protective equipment and ensure that all knots and ropes are securely tied when lowering equipment.	2	Certificate of competency required - all employees
	Strains	4	Ensure correct lifting procedures are used	2	Relevant training - all employees
Trips and falls	4	Ensure all scaffold components are packed neatly in similar sized piles	3	Site Specific induction - all employees	

Level of Risk & Description: 5 CATASTROPHIC 4 MAJOR 3 MODERATE 2 MINOR 1 INSIGNIFICANT

**Before using scaffold you must read and understand all safety and assembly instructions (on reverse), failure to do so could result in serious injury or death.**