

CLIENT SAFETY OPERATING PROCEDURES

Scaffolding- Fixed and Mobile

- DO NOT use scaffold unless you have been trained in its safe use and operation.
- Inspect scaffold before its first use and at the start of each day.
- Do not work in isolation when using scaffolding.

POTENTIAL HAZARDS

- Collapse of scaffold due to overload, sinking into ground, struck by site traffic, insufficient bracing, unlocked castors.
- Incorrect assembly of scaffolding (insufficient planks, mismatched parts, no guard rails, fittings unsecured, work platform split or has gaps)
- Material handling hazards (force, posture, lifting, lowering, pushing/pulling and vibration)
- Struck by falling objects
- Slip/Trip/Fall
- Noise
- Exposure to weather
- Sprains/Strains
- Electrocutation

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure all components are well maintained. Do not use components that are in poor condition.
2. Do not mix components from differently branded scaffolding systems.
3. Read and follow the manufacturer's specifications, assembly instructions and warning labels.
4. Inspect scaffold before its first use and at the start of each day. Ensure scaffold remains level and plumb at all times. Incomplete or defective scaffolds must never be accessed. Use barricades, danger tags or warning signs to prevent unauthorised access.
5. Ensure edge protection (hand rails, mid-rails and toe boards) is provided at every open edge of a work platform
6. Familiarise yourself with safe work procedures for the task.
7. Wear appropriate personal protective equipment such as safety footwear (with slip-resistant soles), safety glasses and head protection.
8. Review weather conditions before starting. Do not work during a storm, wet conditions or high winds.

OPERATIONAL SAFETY CHECKS

1. Castor brakes are to be applied at all times while the mobile scaffold is stationary.
2. Access is to be only by way of an internal ladder. No climbing is allowed on the scaffold itself.
3. Only work on fully planked work platforms. Ensure that working platforms are kept clear of debris and obstructions along their length. DO NOT leave tools and equipment on scaffolds.
4. Scaffold is not to be moved while workers are on the scaffold work platform.
5. Limit the number of workers on a scaffold at any one time. More than one worker should be present as a safety precaution.
6. DO NOT exceed the safe working load of the scaffold.
7. DO NOT make any unauthorised alterations to the scaffold (such as removing guard rails, planks, ties, toe boards and braces).
8. DO NOT permit workers or other persons to stand directly below a scaffold.
9. DO NOT drop materials from the platforms.
10. DO NOT fix high voltage leads and cables to the scaffolding.
11. NEVER use ladders or makeshift devices on top of scaffolds to increase height.
12. Adhere to the work practices itemised on the safe work method statement.
13. If identified controls are insufficient, cease work, revise processes, implement new controls and resume work. Document any changes on the SWMS/risk assessment.

HOUSEKEEPING

- Check and maintain all scaffold parts. Repair or discard and replace any damaged pieces immediately.
- Lubricate moving parts of all fittings.



Date of last review _____

Signature _____