# RISK ASSESSMENT & CONTROL MEASURES
**MOBILE SCAFFOLDS/SPANDECKS**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Hazard</th>
<th>Initial Class</th>
<th>Risk Class</th>
<th>Class 3</th>
<th>Control Measures</th>
<th>Class 2</th>
<th>Comments</th>
<th>Responsible Operator/Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erection</td>
<td>Unstable Ground</td>
<td>✓</td>
<td>✓</td>
<td>Ensure correct size soleboards are placed under all standards to distribute weight. Ensure scaffold is tagged “Unsafe” until erection is complete. Once complete a handover certificate (Tag) is to be completed.</td>
<td>✓</td>
<td>Relevant training induction and qualifications (ticket)</td>
<td>Supervisor</td>
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<td></td>
<td>Supervisor</td>
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<tr>
<td>Power Lines (electrocution)</td>
<td>✓</td>
<td></td>
<td>Ensure relevant authority has disconnected power or insulated power supply prior to erection. Once scaffold is erected, install plywood to face of scaffold adjacent to power lines.</td>
<td>✓</td>
<td>Relevant training</td>
<td>Supervisor</td>
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<td></td>
<td>Supervisor</td>
</tr>
<tr>
<td>Falling</td>
<td></td>
<td>✓</td>
<td></td>
<td>During erection, ensure that all scaffolds have handrails at 1.0m or safety harness and inertia reel/static line.</td>
<td>✓</td>
<td>Induction of safe procedures prior to erection.</td>
<td>All</td>
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<td></td>
<td></td>
<td>All</td>
</tr>
<tr>
<td>Overturning</td>
<td></td>
<td>✓</td>
<td></td>
<td>Ensure that scaffold is correctly tied into building every 4.0m in height.</td>
<td>✓</td>
<td>Induction of safe procedures prior to erection.</td>
<td>All</td>
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<td></td>
<td></td>
<td>All</td>
</tr>
<tr>
<td>Collapse</td>
<td></td>
<td>✓</td>
<td></td>
<td>Ensure that scaffold is built to manufacturers specifications - not to leave out any items such as braces, safety fittings, toeboards, S.W.L signs.</td>
<td>✓</td>
<td>Relevant training.</td>
<td>All</td>
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<td></td>
<td>All</td>
</tr>
<tr>
<td>Head, eye injury, cuts, burns etc.</td>
<td>✓</td>
<td></td>
<td>Wear hard hats and all relevant personal protection equipment.</td>
<td>✓</td>
<td>Relevant training and induction on manufacturers specifications.</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of scaffold</td>
<td>Electrocution</td>
<td>✓</td>
<td></td>
<td>Do not remove any plywood, insulation, warning signs from area near</td>
<td>✓</td>
<td>Relevant safety inductions.</td>
<td>All</td>
<td></td>
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<td></td>
<td></td>
<td>All</td>
</tr>
<tr>
<td>Overturning</td>
<td></td>
<td>✓</td>
<td></td>
<td>Ensure that all ties are not modified, moved or removed unless done by ticketed scaffolders according to regulations.</td>
<td>✓</td>
<td>Relevant site safety induction.</td>
<td>All</td>
<td></td>
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<td></td>
<td>All</td>
</tr>
<tr>
<td>Collapse</td>
<td></td>
<td>✓</td>
<td></td>
<td>Adhere to SWL (Safe Working Load) of scaffold. Do not overload with materials or personnel</td>
<td>✓</td>
<td>Certificate of Competency required.</td>
<td>All</td>
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<td>All</td>
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<tr>
<td>Personal injury</td>
<td></td>
<td>✓</td>
<td></td>
<td>Ensure helmets and all personal protection equipment are worn at all times.</td>
<td>✓</td>
<td>Relevant induction once installed.</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Fall from scaffold</td>
<td></td>
<td>✓</td>
<td></td>
<td>Do not remove any component, handrails, midrails, braces, ladders, toeboards, platforms, frames, couplers or ties that could render the scaffold unsafe.</td>
<td>✓</td>
<td>Site specific induction</td>
<td>All</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>All</td>
</tr>
<tr>
<td>Dismantle of scaffold</td>
<td>Falling debris</td>
<td>✓</td>
<td></td>
<td>Ensure work platform is clean prior to dismantle of scaffold. Do not remove lower ties until scaffold is dismantled down to that level.</td>
<td>✓</td>
<td>Certificate of Competency required.</td>
<td>Supervisor/All</td>
<td></td>
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<td></td>
<td></td>
<td>Supervisor</td>
</tr>
<tr>
<td></td>
<td>Overturning</td>
<td>✓</td>
<td></td>
<td>Do not remove lower ties until scaffold is dismantle down to that level.</td>
<td>✓</td>
<td>Site specific induction</td>
<td>Supervisor</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Supervisor</td>
</tr>
<tr>
<td>Personal injury</td>
<td></td>
<td>✓</td>
<td></td>
<td>Wear all personal protective equipment and ensure that all knots are securely tied when lowering equipment.</td>
<td>✓</td>
<td>Certificate of Competency required. Site specific induction &amp; training on ropes.</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

**Level of risk & Description:**
- **CA**TASTROPHIC, **MA**JOR, **MOD**ERATE, **MI**NOR, **IN**SIGNIFICANT

*See reserve side for special scaffold structures*
# Risk Assessment & Control Measures

## MOBILE SCAFFOLDS/SPANDECKS

### Task Description: Erection/alteration or dismantle of scaffold
- **Accidental collapse**
  - Place bracing as indicated on erection procedures sketch provided.
  - Ensure castor/base plate leg fitted correctly and leg lock secured properly.
  - Ensure scaffolding is on either level ground or correctly levelled using spirit level.
  - Ensure interlocking clips on frames are fitted and all bushings secured correctly inside frame.
  - Ensure scaffold has internal ladder access and hatch platform opens to outer perimeter of scaffold as instructed.
  - Ensure platform fitted on transoms of scaffold correctly.
  - Ensure kickboards fitted to scaffold perimeter correctly.
  - Ensure personnel protective equipment is being worn where required.
  - Ensure castor/base plate leg fitted correctly and leg lock secured properly. Safety details: refer to erection guide.
  - Place guardrail posts at the end and middle of Spandeck, coupler, tube, guardrails into position.
  - Ensure Spandeck ends suspended over transoms of frames sitting flush with frame.
  - Ensure Spandeck ends suspended over transoms of frames sitting flush with frame.
  - Refer to 1A erection guide and is unsure call 1A.
  - Refer to 1A erection guide provided.
  - Ensure Spandeck ends suspended over transoms of frames sitting flush with frame.
  - Ensure Spandeck ends suspended over transoms of frames sitting flush with frame.
  - Refer to 1A erection guide provided.
  - Refer to 1A erection guide provided.

### Task Description: While working on scaffold
- **Falling from scaffold**
  - Ensure personnel protective equipment is being worn where required.
  - Do not climb on scaffold handrail.
  - Do not lean out of scaffold deck area.
  - Ensure castors locked/chocked to prevent movement when in working position. Ensure leg locks/threaded leg adjusters are locked in place.
  - Do not move/move scaffold while person working on it.
  - Do not use extension ladder/crates or any other material to increase reaching height on existing work level.
  - Do not climb up/down outside of scaffold to get to work level.
  - Do not remove guardrails/handrails.
  - Overloading
  - Electrocution
  - Ensure SWL of 225Kg not exceeded.
  - Ensure scaffold is set to the correct safe clearance from power lines (consult local authority).

### Task Description: SPANDECKS
- **Accidental Collapse**
- **Falling from Spandeck**
- **Overloading**
- **Incorrectly installing Scaffold**
- **Fall while installing**
- **Tower Collapse during hoisting**
- **Fall from tower whilst hoisting spans**
- **Tower collapse after install**
- **Tower collapsing from rocking motion**

## Level of Risk & Description:
- **CATASTROPHIC**
- **MAJOR**
- **MODERATE**
- **MINOR**
- **INSIGNIFICANT**

See reverse side for mobile scaffolds.
WARNING:
ANY SCAFFOLD OVER 4 METRES IN HEIGHT IS ONLY TO BE ERECTED / ALTERED / DISMANTLED BY A
CERTIFICATED SCAFFOLDER, FAILURE TO ADHERE TO THIS NATIONAL RULE COULD RESULT IN
PROSECUTION.
ENSURE SCAFFOLD IS TAGGED AS SAFE TO USE UPON COMPLETION OF ERECTION PROCEEDURES.
SCAFFOLDS CAN BE DANGEROUS AND IF THEY ARE NOT ERECTED / ALTERED / DISMANTLED
CORRECTLY COULD RESULT IN SERIOUS INJURY. ENSURE ALL ON SITE HAZARD RISK
ASSESSMENTS HAVE BEEN CARRIED OUT.

FOR SERVICE:
PERTH OFFICE
42 GOODWOOD PDE
BURSWOOD, 6100
Tel: 08 94727600
Fax: 08 94727611.
1. Attach **HORIZONTAL BRACE** (yellow hooks) to vertical tube of **BASE FRAME**. Ensure castors are locked. Frame is now self-supporting.

2. Attach spare end of brace to end of other **BASE FRAME**. Attach **PLAN BRACES** (black hooks) diagonally onto the vertical tube below the lowest base frame rung, or as low down as possible.

3. Attach four **DIAGONAL BRACES** to the base of the unit as shown. Level the unit using the adjustable legs. The base is now complete.

4. Additional extensions. Alter the use of one 1.6 m extension unit outriggers are required, where supported, unless tower is securely tied to a stable structure - insert a **FRAME**, spiral the first into the top of the **BASE UNIT** and secure interlock clips, see drawing below. Attach four **DIAGONALS** to frames as shown.

5. Fit the **PLAIN PLATFORM** first, then the **WALKTHROUGH PLATFORM** with the hinges of trapdoor to the outside of tower. Insert the **GUARD RAILS**, spiral first into the top of the last frame and secure interlock clips. Attach two **HORIZONTAL BRACES** (yellow hooks) to top rung of **GUARD RAIL FRAME** and one **DIAGONAL BRACE** for rigidity as shown.

6. To complete the **WORK PLATFORM**, first fit the **TOEBOARD** to allow the trap-door on the platform to open freely. Finally attach the **LAIDER** through the **ACCESS PLATFORM**, as shown, and clip on stand-off hooks, at base of ladder, to the corresponding rung on the frame. Ensure the access door movement is not impaired.

7. LADDER 'CHANGE-OVER' PLATFORMS: One **WALKTHROUGH PLATFORM** is required to enable safe ladder change-over on towers with more than one ladder. Attach platform before ladder. Ensure four **HORIZONTAL BRACES** are also attached as **GUARD RAILS** and **MID RAILS**.

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**LEG ADJUSTMENT**

- **TWIST AND RAISE COLLAR**
- **PAST SAFETY LOCKS**
- **THREADED NUT OPENS**
- **THREADED**
- **LEG SLIDES TO POSITION**
- **CLOSE NUT AND LEG LOCKS IN POSITION**
- **KNOBBED RING FOR MILD ADJUSTMENT**

**FRAME LOCK**

- **CLIP MOVES UP AND DOWN HIGHEST HOLE.**

**BRAKE LEVER**

- **LOCKED OFF**

**OUTRIGGERS (TYPICAL)**

- **TIGHTEN WING NUTS ON OUTRIGGER & ARM FIRMLY.**
- **COUPLE OUTRIGGER TO TOWER STANDARD.**
- **ATTACH OUTRIGGER ARM.**
- **SEAT OUTRIGGER FOOT FIRMLY ON GROUND.**

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*If in doubt, phone your nearest INSTANT branch for advice — YOUR SAFETY MAY DEPEND ON IT!*