RISK ASSESSMENT & CONTROL MEASURES
MOBILE SCAFFOLDS/SPANDECKS

Elevate Access Solutions
12 Bellows St
Welshpool WA 6106
Ph: (08) 9451 9400

Task Description	Hazard	Initial Class 5	Risk Class 4	Class 3	Control Measures	Class 2	Comments	Responsible Operator/Supervisor
Erection	Unstable Ground			✓	Ensure correct size soleboards are placed under all standards to distribute weight.	✓	Relevant training induction and qualifications (ticket)	Supervisor
					Ensure scaffold is tagged "Unsafe" until erection is complete. Once complete a handover certificate (Tag) is to be completed.	✓	Relevant training	Supervisor
	Power Lines (electrocution)	✓			Ensure relevant authority has disconnected power or insulated power supply prior to erection.	✓	Relevant training	Supervisor
					Once scaffold is erected, install plywood to face of scaffold adjacent to power lines.	✓	Relevant training	
	Falling	✓			During erection, ensure that all scaffolds have handrails at 1.0m or safety harness and inertia reel/static line.	✓	Induction of safe procedures prior to erection.	All
	Overturning	✓			Ensure that scaffold is correctly tied into building every 4.0m in height.	✓	Induction of safe procedures prior to erection.	All
	Collapse	✓			Ensure that scaffold is built to manufacturers specifications - not to leave out any items such as braces, safety fittings, toeboards, S.W.L signs.	✓	Relevant training.	All
	Head, eye injury, cuts, burns etc.		✓		Wear hard hats and all relevant personal protection equipment.	✓	Relevant training and induction on manufacturers specifications.	All
Use of scaffold	Electrocution	✓			Do not remove any plywood, insulation, warning signs from area near	✓	Relevant safety inductions.	All
	Overturning	✓			Ensure that all ties are not modified, moved or removed unless done by ticketed scaffolders according to regulations.	✓	Relevant site safety induction.	All
	Collapse	✓			Adhere to SWL (Safe Working Load) of scaffold. Do not overload with materials or personnel	✓	Certificate of Competency required.	All
	Personal injury			✓	Ensure helmets and all personal protection equipment are worn at all times.	✓	Relevant induction once installed.	All
	Fall from scaffold	✓			Do not remove any component, handrails, midrails, braces, ladders, toeboards, platforms, frames, couplers or ties that could render the scaffold unsafe.	✓	Site specific induction	All
Dismantle of scaffold	Falling debris	✓			Ensure work platform is clean prior to dismantle of scaffold. Do not remove lower ties until scaffold is dismantled down to that level.	✓	Certificate of Competency required.	Supervisor/All
	Overturning	✓			Do not remove lower ties until scaffold is dismantle down to that level.	✓	Site specific induction	Supervisor
	Personal injury			✓	Wear all personal protective equipment and ensure that all knots are securely tied when lowering equipment.	✓	Certificate of Competency required. Site specific induction & training on ropes.	All

Level of risk & Description: ▭ **CATASTROPHIC,** ▭ **MAJOR,** ▯ **MODERATE,** ▯ **MINOR,** ▯ **INSIGNIFICANT**

See reserve side for special scaffold structures

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Task Description	Hazard	Risk 5	Risk 4	Control Measures	Class 2	Comments	Responsible Operator/Supervisor
Erection/alteration or dismantle of scaffold	Accidental collapse	✓		Place bracing as indicated on erection procedures sketch provided.	✓	Refer to 1A erection guide provided	Operator
				Ensure castor/base plate leg fitted correctly and leg lock secured properly.		Safety details: refer to erection guide	Operator
				Ensure scaffold is on either level ground or correctly leveled using spirit level.		Safety details: refer to erection guide	Operator
				Ensure interlocking clips on frames are fitted and all bushings secured correctly inside Frame		Safety details: refer to erection guide	Operator
				Ensure scaffold has internal ladder access and hatch platform opens to outer perimeter of scaffold		Refer to 1A erection guide provided	Operator
				as instructed.			
				Ensure platform fitted on transoms of scaffold correctly.		Refer to 1A erection guide provided	Operator
				Ensure kickboards fitted to scaffold perimeter correctly.		Refer to 1A erection guide provided	Operator
Whilst working on scaffold	Bodily harm ie. eye injury,head injury, cuts/abrasions, dust inhalation			Ensure personnel protective equipment is being worn where required.		Relative Training / Induction	Foreman
	Falling from scaffold			Do not climb on scaffold handrail		Relevant Training	Operator/Supervisor
				Do not lean out of scaffold deck area		Refer to 1A erection guide - handrail installation	Foreman/Operator
				Ensure castors locked/chocked to prevent movement when in working position. Ensure leg		Safety decals, refer to erection guide	Operator
				locks/threaded leg adjusters are locked in place			
				Do not move/mobile scaffold while person working on it		Refer to Erection site inspection	Foreman/Operator
				Do not use extension ladder/crates or any other material to increase reaching height on existing		Call 1A to arrange a site inspection	All
				work level.			
				Do not climb up/down outside of scaffold to get to work level.		Refer 1A erection guide-ladder access	Foreman/Operator
				Do not remove guardrails/handrails		Refer to Safety needs & 1A supplier erection guides	All
	Overloading			Ensure SWL of 225Kg not exceeded and that scaffold has one work level only.		Refer to Safety needs & 1A supplier erection guides	All
	Electrocution			Ensure scaffold is set to the correct safe clearance from power lines (consult local authority)		Refer to Safety decals	Foreman/Operator
SPANDECKS							
	Accidental Collapse			Ensure Spandeck ends suspended over transoms of frames sitting flush with frame.		Refer to Spandeck erection guide and is unsure call 1A	Foreman/Operator
				Place guardrail posts at the end and middle of Spandeck, coupler, tube, guardrails into position.		Refer to Spandeck erection guide and is unsure call 1A	Operator
	Whilst working on Spandeck			Ensure guardrails positioned correctly and couplers tightened.		Refer to Spandeck erection guide and is unsure call 1A	Operator
	Falling from Spandeck			Do not climb on Spandeck handrail.		Refer to Spandeck erection guide and is unsure call 1A	Handrail/Operator
				Do not lean out of Spandeck work area.		Refer to Spandeck erection guide and is unsure call 1A	Foreman/Operator
	Overloading			Ensure SWL of 225Kg is not exceeded.		Safety needs - refer to Spandeck erection guides	All
	Incorrectly installing Scaffold			Ensure prior to erecting Spandecks that towers are built according to IA WorkCover specifications		Refer 1A erection guide for information	Foreman/Operator
	Fall while installing			Minimum 2 people to install		Refer 1A erection guide for information	Foreman/Operator
	Tower Collapse during hoisting			Ensure both towers are correctly secured tied before hoisting Spandecks.		Refer 1A erection guide for information	Foreman/Operator
	Fall from tower whilst hoisting spans	✓		If safety harness is required, connect to approved point other than mobile scaffold unless approved by WorkCover.		Refer 1A erection guide for information	Foreman/Operator
	Tower collapse after install			If mobile arrangement, ensure bases of towers adequately tied to prevent spread under load.		Use same size tube as handrails	Foreman/Operator
	Tower collapsing from rocking motion	✓		Ensure face bracing is applied correctly.	✓	Refer 1A erection guide for information	Foreman/Operator

Level of risk & Description: ☐CATASTROPHIC, ☐MAJOR, 🗑 MODERATE, 🗒 MINOR, 🗐INSIGNIFICANT

See reverse side for mobile scaffolds

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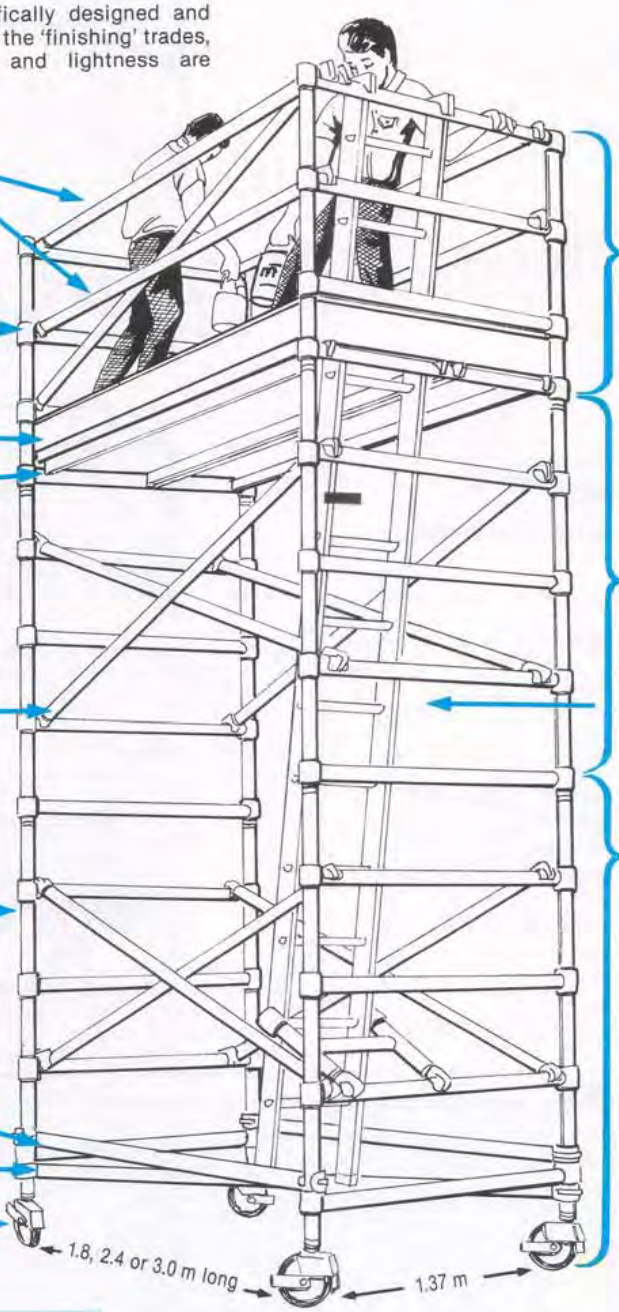
ERECTION GUIDE for DOUBLE WIDTH TOWERS

DOUBLE WIDTH (D/W) TOWERS

The D/W range of towers, so called because two platforms can be located side by side at any one level, is ideal for most internal-external building maintenance.

SEE REVERSE SIDE FOR ERECTION DETAILS

The D/W range has been specifically designed and manufactured to meet the needs of the 'finishing' trades, where mobility, fast assembly and lightness are important.



SPECIFICATIONS

Safe working load	: 2 men plus 25 Kg materials. Total 225 Kg (Maximum S.W.L. 450 Kg per tower if two levels are used, ie: 225 Kg per level, where approved).
Width	: 1.37 m
Length	: 1.8 m, 2.4 m, 3.0 m
Frame heights	
Base frame (with castors)	: 2.0 m to 2.2 m
Standard Extension frame	: 1.6 m (4 rungs)
Guardrail frame	: 1.1 m
Max. platform height	: 4.0 m free standing : 9.0 m with outriggers or truss base frame.
Max. working height	: 5.8 m free standing 10.8 m with outriggers or truss base frame.

STANDARD OPTIONS:

EXTENSION FRAMES — 2.0 m, 1.6 m, 1.2 m
0.8 m or 0.4 m high.
OUTRIGGERS and TIES
200 mm CASTOR WHEELS (with Polyurethane Tyres)
SWIVEL BASE PLATES

NOTE: The tower illustrated may be used higher than stated if tied-in to a stable structure in an approved manner.

Specifications vary in different States. To ensure departmental and health and safety compliance please check with your local Instant Scaffolds representative.

Licensed Scaffolders must be used to erect towers above a stated height. This height varies from State to State. Please check your local regulations if in doubt.

FOR SERVICE:
PERTH OFFICE
12 BELLOWS St
WELSHPOOL 6106
Tel: 08 9451 9400

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 UNPON 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.

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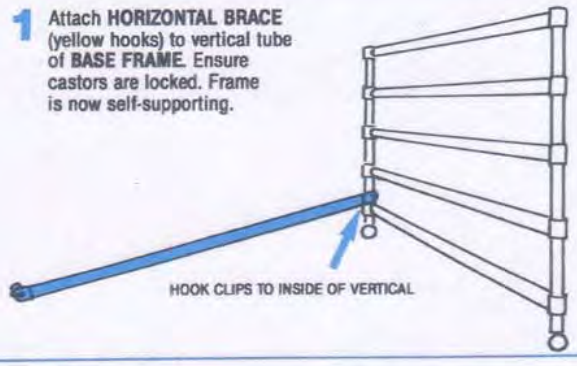
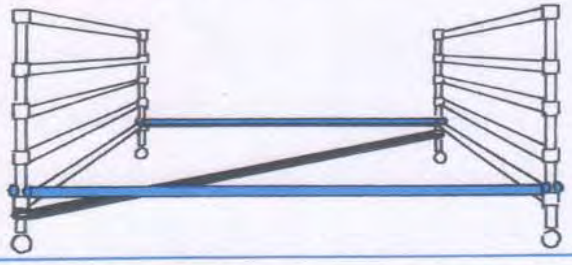
ERECTION GUIDE

DOUBLE WIDTH (D/W) TOWERS

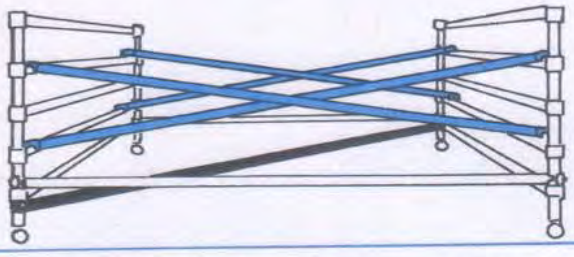
1 Attach **HORIZONTAL BRACE** (yellow hooks) to vertical tube of **BASE FRAME**. Ensure castors are locked. Frame is now self-supporting.



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

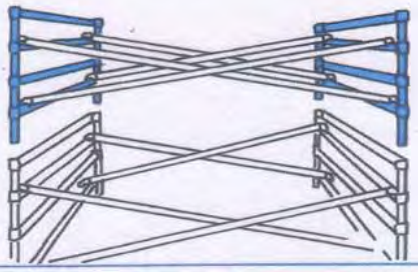


3 Attach four **DIAGONAL BRACES** to the base of the unit as shown. Level the unit using the adjustable legs. The base is now complete.

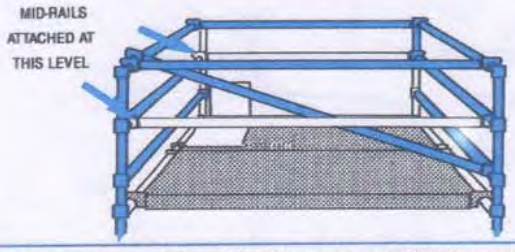


***BEFORE* USE, PLEASE READ RULES ON BASE FRAME**

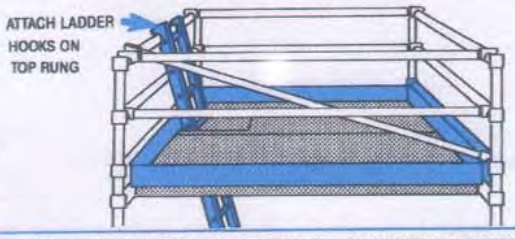
4 Additional extensions. (After the use of one 1.6 m extension unit outriggers are required, where approved), unless tower is securely tied to a stable structure. Insert a **FRAME**, spigots first, into the top of the **BASE UNIT** and secure interlock clips, see drawing below. Attach four **DIAGONALS**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



5 Fit the **PLAIN PLATFORM** first, then the **WALK-THROUGH PLATFORM** with the hinges of trapdoor to the outside of tower. Insert the **GUARD RAILS**, spigots 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.



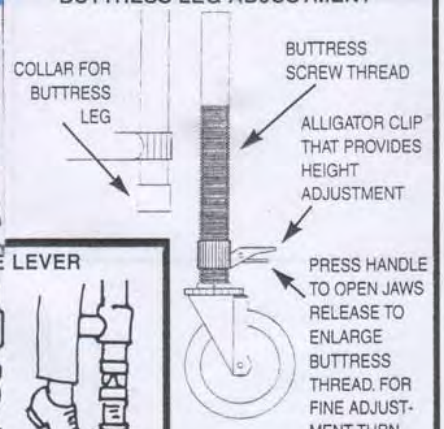
6 To complete the **WORK PLATFORM**, first fit the **TOEBOARD** to allow the trap-door on the platform to open freely. Finally attach the **LADDER** through the **ACCESS PLATFORM**, as shown, and clip on stand-off hooks, at base of ladder, to the corresponding rung on the frame. Ensure the access door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



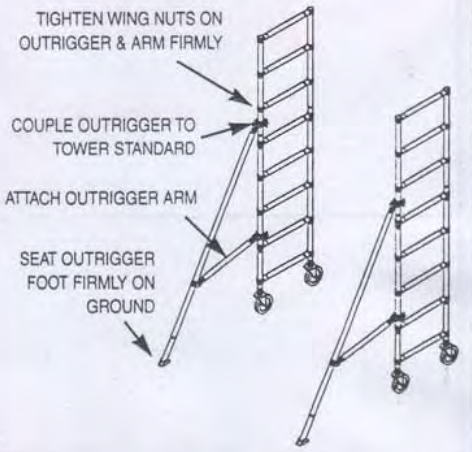
7 **LADDER 'CHANGE-OVER' PLATFORMS:** One **WALK-THROUGH PLATFORM** is required to enable safe ladder change-over on towers with more than one ladder. Attach platform before ladder. Ensure four **HORIZONTAL BRACES** are also attached as **GUARD RAILS** and **MID RAILS**.

LEG ADJUSTMENT

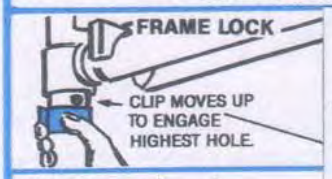
BUTTRESS LEG ADJUSTMENT



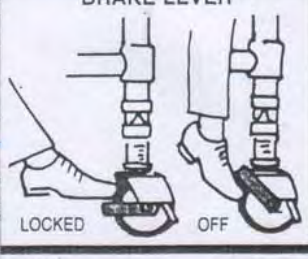
OUTRIGGERS (TYPICAL)



FRAME LOCK



BRAKE LEVER



NO-CLOG SNAP-ON HOOKS

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