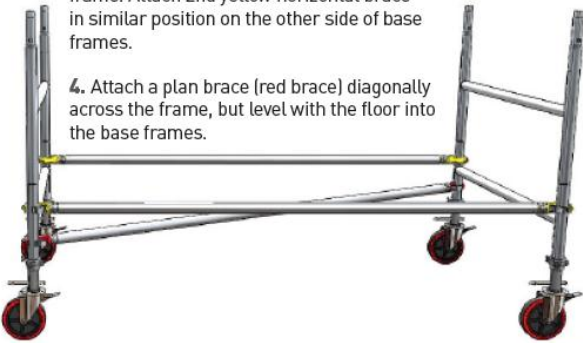
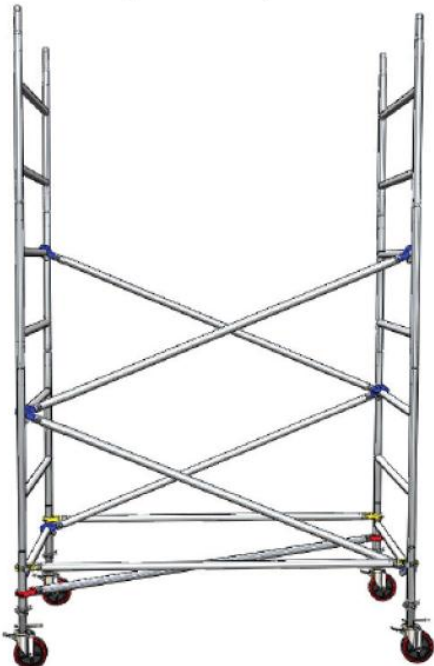


1. Fit castors to base frames. Ensure that the castor brake is on before building up the scaffold.
2. Attach horizontal brace (yellow brace) to vertical tube of base frame. Ensure castors are locked. Frame is now self supporting.



3. Attach spare end of brace to the other base frame. Attach 2nd yellow horizontal brace in similar position on the other side of base frames.
4. Attach a plan brace (red brace) diagonally across the frame, but level with the floor into the base frames.

5. Attach two diagonal braces (blue braces) to the base unit as shown. Level the unit using adjustable legs. Check with spirit level, the base is now complete.
6. For the next stage insert next riser frames onto spigots of the base frame. Continue the pattern of Diagonal Braces, (a new diagonal brace starts where the one beneath finishes and rises two transoms) this pattern carries on up to the working deck



7. The working deck must be two transoms from the top of the scaffold, at this point two horizontal braces are clipped onto the top transoms in a horizontal plane with a further two horizontals clipped to the next transoms down creating a 500mm mid rail.

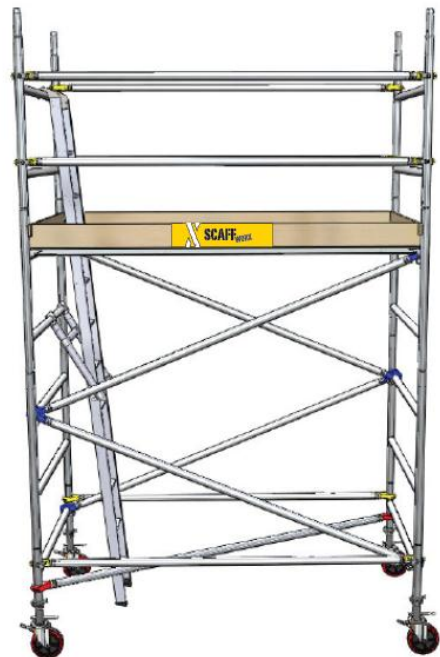
8. If the working height exceeds 3 times the least base dimension, then outriggers must be fitted.

9. All 700mm wide scadd must be fitted with outriggers or external wall ties.



10. Attach ladder to the inside of the scaffold, ensure that the ladder is at a 65° to 75° angle in comparison to the deck and that the standoff is secured at the corresponding rung on the base fram. Always climb the scaffold from the internal ladder.

11. Fit toe boards to work platform.



12. Scaffold Towers where the platform is 4.0m or greater must be erected by ticketed scaffolder.

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	Refer to erection guide provided - operator
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 not 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	
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	
Dismantle of scaffold		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.**