

SOP - Mobile scaffold

DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE. Additional SOP will be required for Plant and tools used

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

					
Hardhat	Eye	Gloves	Harness	Hi Viz	Boots

OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Damage to Property	Environment
Public areas	Outdoor work
Heights	Utilities & Services

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Heights
- ✓ Use of Mobile Scaffold

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Services isolated if required
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ As selected for the required task
- ✓ Mobile Scaffold

Operating Procedures:

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Exclusion zones
- ✓ Harness, lanyard and fall arrest ropes

✓ Safety anchor

- points installed
- ✓ Access
- ✓ Powerlines

Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Follow methodology at end of this document

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- × **Alter this SOP without Management approval**

Methodology for Scaffolding

Certificates for High-Risk Works

Under the OHS Regulation, a person must hold a basic, intermediate or advanced scaffolder certificate if a person or thing may fall more than 4 metres from the scaffold.

Note: The 4 metres height threshold for these certificates is separate to the OHS Regulation requirements for 3 metres (housing construction work) or 2.0metres (other construction work) fall from height thresholds. (Refer to section 6.2 Risk of a fall of at least 3 metres or 2.0metres).

Trainees

Trainees are permitted to perform work in a High-Risk Work, provided the trainee is adequately supervised by a ticketed person who is on site, and a written record outlining the training received (i.e. a logbook), is maintained.

Mixing and Matching Scaffold Components

Components from different manufacturers or suppliers, while looking compatible, are often of different dimensions and tolerances. Mixing and matching incompatible scaffold components can lead to difficulties in disassembly which in turn may increase the risk of musculoskeletal injury; increase wear on the components; and affect the load capacity of the scaffold.

Mobile scaffold

Mobile scaffolds must be provided with information regarding safe use and erection. If scaffolding is to be altered the manufacturer or supplier is to be contacted for additional guidance.

All modular mobile scaffolds are to be erected in accordance with manufacturer's specifications.

The following control measures should be implemented for mobile scaffolds

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage and control asbestos in the workplace](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

[Managing the risk of falls at workplaces](#)

[Electrical safety - Works](#)

[Electrical safety - Managing electrical risks in the workplace](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1873.3 Powder-actuated hand-held fastening tools

AS 1891.4 Industrial fall-arrest systems and device

AS 1892.1 Portable ladders - Metal

AS 1892.2 Portable ladders – Timber

AS 1892.5 Portable ladders - Selection, safe use a ladder

AS 2293 .2 emergency evacuation

AS 3017 Electrical installations - Testing and inspection

ISO45001 OH&S management systems

ISO 31000 Risk management

- The height of a mobile scaffold, from the bottom of the scaffold to the working surface, should be no greater than three times the minimum base dimension, unless otherwise specified by the manufacturer, supplier or designer

Note: Some mobile scaffolds (for example, aluminium) may not be stable at a 3 to 1 height ratio. AS 1576 Scaffolding specifies a side load test for verifying the stability of scaffolding. Documentation verifying that the mobile scaffold complies with this test is required.

- Use a secure internal ladder with a protected opening (for example, a hinged trap door) for access and egress to and from the scaffold
- Select the appropriate size and capacity castors to support the total mass of the dead and live loads of the scaffold
- Use castors that have the working load limit clearly marked
- Castors fitted to standards should be locked before erection continues
- Castors with adjustable legs should be used and adjusted to keep the platform level when the supporting structure is at different heights
- Incorporate plan bracing at the base of mobile scaffolds to provide greater stability
- Before moving mobile scaffolds check that:
 - there are no power lines or other overhead obstructions
 - the ground is firm and level
 - no person is on the scaffold
 - no equipment and material can be dislodged from the platform
 - the supporting surface is free of obstructions (a small obstruction may cause a mobile scaffold to overturn)
 - electrical equipment and leads cannot be tangled
- Brakes on castors are to be locked at all times unless moving the scaffold
- Never move the scaffold in windy conditions
- Push or pull the mobile scaffold from the base – never use powered vehicles to move the scaffold
- If lifting a mobile scaffold by crane, sling the scaffold at its lowest point to prevent dislodgment of scaffold components. However, a crane should not be used to lift aluminium mobile scaffolds because the scaffold components may fail

Stacking of Materials to Work Platforms

- Where materials are stacked to platforms where they can fall 2.0 metres or more, the platform shall be fitted with a toeboard or mesh panel to prevent from falling
- Stacked so as not to overload platform - This includes all materials and persons

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents