

## SOP – Trestle frames & planks

**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 tools used

### PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task



### 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

- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Licence or VOC Required: No

#### Tools & equipment required

- ✓ As selected for the required task
- ✓ Trestles & Planks

#### Pre-Operational Safety Checks:

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

#### Operating Procedures / Methodology:

##### 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
- ✓ Level area for assembly or adjustable feet are required

#### Consultation

- ✓ SWMS has been reviewed

### Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Sole plates are to be used under legs when not a solid surface
- ✓ Access to and from work platforms are by ladders only, tied at top
- ✓ All decks are to be fully planked, to width of trestles
- ✓ All planks in good condition
- ✓ Timber planks shall be branded on the side with stress rating, M or
- ✓ Timber planks shall be free of defects
- ✓ Planks shall span no greater than 2.25 metres
- ✓ Planks shall only be supported by scaffold trestles
- ✓ Handrails, midrails, toeboards, etc. shall be provided as required
- ✓ Correct pins shall be used in trestle leg adjustment
- ✓ Trestle legs shall be tied to a stable structure or weighted down
- ✓ Trestles shall be braced to the ground.

### 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!**

- ✗ **Use Concrete blocks or pallets for**

### **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

- packing
- ✗ **Use Step ladders for access to platforms**
- ✗ **Erected within 1 metre of floor edges, above ground level**
- ✗ **Overload Platform decks**
- ✗ **Use cracked timber planks**
- ✗ **Alter this SOP without Management approval**

### 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