SAFE WORK METHOD STATEMENT

This document is important and must be retained on site.

This information forms part of APL Kwikform Pty Ltd t/a United Scaffolding Group (hence forth will be named United Scaffolding Group or USG) procedures for the safe erection and use of scaffold on site and includes:

- Management of Risks
  - Hazard Identification
  - Risk Assessment
  - Safe Work Method Statement
- Guidelines for Safe Use of Scaffold

PRINCIPAL CONTRACTOR	
SITE (The Site)**:**	
DATE ISSUED FOR THE SITE	
WORK ACTIVITY	Erection and Dismantle of Scaffolding

UNITED SCAFFOLDING GROUP
WACO AUSTRALASIA

PRINCIPLE CONTRACTOR COPY

1.0 IMPLEMENTATION (Person responsible for managing the completion of the SWMS)

1.1 MANAGING THE PROCESS

This Safe Work Method Statement (SWMS) is to be complete on site. The Project Supervisor is to manage completion, implementation, and review of this SWMS.

Project Supervisor:

Name (Print)…… Sign:……..Tel:……..…..……..Date:……..……

1.2 PREPARING THE SWMS

To be prepared by a competent^ person

I have reviewed the hazards and completed the SWMS in consultation with people undertaking the work on The Site.

NOTE: The identified risks within the SWMS have safety controls listed.

Should you need to modify the SWMS then the proposed amendments must be approved United Scaffolding Group.

The Supervision Scaffolder is responsible for ensuring compliance with the SWMS:

Name (print)…… Sign:…… Date:……..……

1.3 COMMUNICATION, REVIEWING AND MONITORING THE SWMS

- The SWMS is communicated by Induction to all workers undertaking the Work Activity – See Section 11.
- Additional site hazards or changed work procedures require a review of the SWMS. This review can be undertaken by direct observation and/or toolbox meeting in consultation and agreement with the workers (See Section (. 'Additional Hazards/Works').
- Site audits are undertaken on sites to monitor and confirm the SWMS safety controls are being adhered too.

2.0 PRINCIPAL CONTRACTOR

Name:……

Site:……

Contact:……

Tel:……

2.1 LABOUR

Labour by: (Tick appropriate box) USG ☐ Subcontractor ☐

Subcontractor Details (When applicable):

Name:……..

Address:……..

……

3.0 RISK ASSESSMENT

3.1 RISK MATRIX (Understanding and analysis risk)

SEVERITY of Harm	LIKELIHOOD of injury			
	Highly Likely	Likely	Unlikely	Highly Unlikely
Life Threat	H1	H2	H3	M7
Perm. Injury	H4	H5	M8	M9
Temp. Injury	H6	M10	M11	L14
Discomfort	M12	M13	L15	L16
Nuisance Only	L17	L18	L19	L20

RISK CLASS:
The Risk Assessment process allocates a Risk Class (level of risk – H, M, L) for each hazard based on the combination of likelihood and consequences of injury.

RISK	RISK CLASS		ACTION
1-6	H	**High Risk (H)** Has the potential to cause serious injury	Eliminate or control the risk without delay
7-13	M	**Medium Risk (M)** Has the potential to cause moderate to serious injury	Eliminate or control the risk as soon as possible
14-20	L	**Low Risk (L)** Has the potential to cause discomfort	Continue work and monitor the situation

3.2 RISK CONTROL PRIORITY (Hierarchy of controls)

Minimise the hazards to the lowest level reasonably practicable by the following measures (in the order specified)

REF	HIERARCHY OF CONTROL	
1	Eliminate	Remove the hazard from the workplace
2	Substitute	Use something less hazardous
3	Isolate	Separate the hazard with barrier or shield
4	Engineering	Design and install equipment to reduce the hazard
5	Administrative	Use work procedures (e.g. SWMS) to reduce the hazard
6	PPE	Wear personal protective equipment

EXAMPLES OF RISK CLASS WITH CONTROL LEVEL	
H5	High Risk with work controls detailed in a SWMS
M6	Medium Risk reduced by wearing PPE
H1	High Risk with hazard removed from the workplace

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t/a United Scaffolding Group
NZBN 9429034861769

BE SAFE BE SURE

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4.0 COMPLIANT DOCUMENTS, TRAINING AND PPE

REGULATORY AUTHORITIES TO COMPLY WITH	TRAINING REQUIRED		PLANT (EQUIPMENT) AND PPE REQUIRED	
Health and Safety at Work Act 2015 Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 Good Practice Guidelines – Scaffolding in New Zealand Best Practice Guidelines for Working at Height in New Zealand 2012 Safe Working With Ladders and Stepladders – Guide AS/NZS1576.1:2010 Scaffolding General Requirements AS/NZS4576: 1995 Guidelines for Scaffolding	*Place a 'tick' against items required to complete the work (add additional details not shown)*			
	✓	Site Safety Card (Passport)	✓	Scaffold tools (adjustable wrench, scaffold hammer, scaffold spanner, spirit level, tape measure)
	✓	National Scaffold Certificate – Elementary		
		National Scaffold Certificate – Intermediate		
		National Scaffold Certificate - Advance	✓	High visibility clothing
		Fall Arrest for Scaffolding 23229	✓	Safety Shoes
		Working at Heights 15757	✓	Safety helmet
		Height Safety 17600		Safety harness
				Safety Glasses
				Gloves
				Long sleeves
				Long pants
				Mask

5.0 PLANT INSPECTION AND MAINTENANCE

ITEM	PERIOD	INSPECTION AND MAINTENANCE
Scaffold Tools	Daily	• Check adjustable wrench, scaffold hammer and spanner for cracks, worn components, burrs to grip • Check tape measure for loose casing, cracked, discoloured, or worn tape.
Scaffold items	Before Installation	• Steel items which are – bent, stuck, rust pitted, cracked or missing pieces are to be quarantined and not used. • Laminated planks which are – split (more than 3 layers of veneer), end split (full split greater than 300mm long) lifting veneer, mould on surface are to be quarantined and not used.
Scaffolding	Before use	Refer to "Guideline for Safe use of Scaffolding" Item 1
Scaffolding	Min 30 days	Refer to "Guideline for Safe use of Scaffolding" Item 1

6.0 RECEIPT OF DOCUMENT

To be completed by Principal Contractor's Representative.
I have received a copy of the completed Site Safe Work Method Statement. I acknowledge this document is to remain on site at all times.

POSITION	NAME (Print)	SIGNATURE	DATE

^Competent person is someone who has acquired through train, qualification or experience, or a combination of them, the knowledge, and skills to carry out the task.

UNITED SCAFFOLDING GROUP COPY

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Site:……

Contact:……

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t/a United Scaffolding Group
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	✓	National Scaffold Certificate – Elementary		
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		National Scaffold Certificate - Advance	✓	High visibility clothing
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				Safety Glasses
				Gloves
				Long sleeves
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POSITION	NAME (Print)	SIGNATURE	DATE

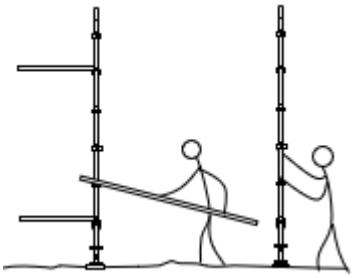
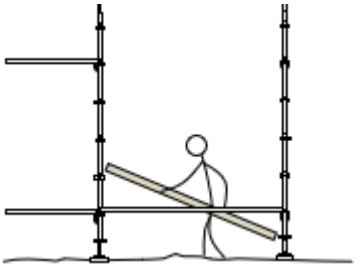
^Competent person is someone who has acquired through train, qualification or experience, or a combination of them, the knowledge, and skills to carry out the task.

7.0 SAFE WORK METHOD STATEMENT (Reducing the risks to health and safety for each hazard)

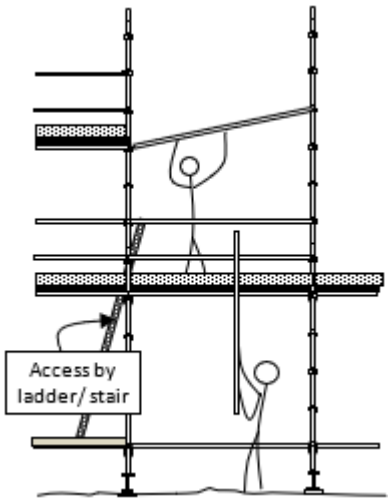
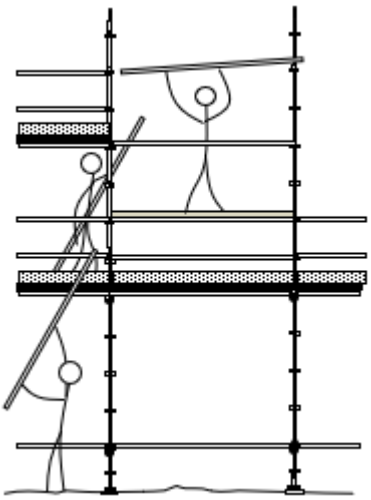
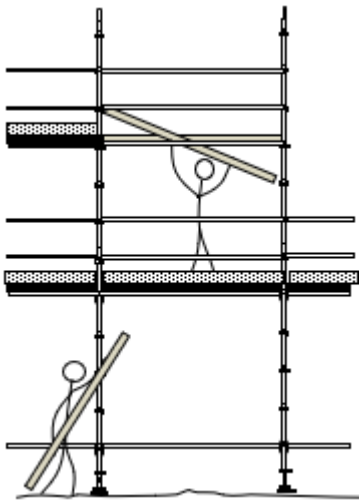
- The following Safe Work Method Statement (SWMS) identifies risk controls and the person responsible for ensuring the controls are implemented and maintained for risks associated with the nominated hazards for scaffold works on The Site.
- Review each job step in the SWMS on the following pages and place a **'tick'** (in the REF column) against the hazards and associated risks together with the risk controls for The Site. Place **"N/A'** (Not Applicable) against the hazards not present on The Site.
- Any additional hazard or works not included (e.g., working next to a childcare center) must be completed in Section 9. 'Additional Hazards/Works'

7.1 IDENTIFIED RISKS (Job steps requiring safety controls to complete the work)

REF	JOB STEP	HAZARD	RISK	RISK CLASS	RISK CONTROL	RESIDUAL RISK	PERSON RESPONSIBLE
7.1.1 SITE HAZARDS							
a	Accessing Site	Site Hazards:	Physical trauma, injury	H5	Report to site office. Attend Site Specific Induction and ensure the following is understood; Emergency procedure; PPE requirements; Temporary barriers; Trip hazard controls; Reversing alarms on major plant. Plant movements around site.	M	Supervising Scaffolder
b	Powered mobile plant	Movement of powered mobile plant	Stuck by powered mobile plant	H5	Follow the principal contractors Site Management Plan. Coordinate deliveries/pickups with the Principle Contractor	M	Supervising Scaffolder
c	Power wires	Proximity of wires	Electro-cution	H3	Follow AS/NZS 4576 'Guidelines for Scaffolding' Cl. 5.4 'Proximity to Powerlines'. Scaffolding compo9nents must not be located within 4m (minimum of power lines; refer to Table 5.4.3 "minimum Distances"	M	Supervising Scaffolder
d	Weather	Weather Conditions	Hot & Cold illness	M6	HOT: wear protective clothing; sunscreen; drink plenty of water. COLD: wear warm clothing	L	Supervising Scaffolder
e	Environ-ment	Trees/ shrubs	Environ-mental	L3	For shrubs/trees protection see Site Manager	L	Supervising Scaffolder
f	Structure	Stability of structure	Scaffold collapse	H4	Site Manager to confirm integrity of structure	M	Supervising Scaffolder
g	Overhead Cranes	Working under crane loads	Hit by falling object	H3	No work is to be carried out under overhead crane movements	M	Supervising Scaffolder
				H3	Site induction, follow directions from crane crew	M	
h	Overhead concrete pump booms	Working under crane loads	Hit by falling object	H3	No work is to be carried out under overhead crane movements	M	Supervising Scaffolder
				H5	Site induction; follow directions from crane crew	M	
i	Emergency	Failure to respond to an emergency	Death or Serious injury	H1	Immediately contact emergency control person on site. Follow Principal Contractor's emergency procedure	M	Supervising Scaffolder
j	Working around site with others	Contract-ing Covid	Illness	M11	Wearing masks when within 1.5m; Sanitizing regularly; Contact tracing; monitoring for symptoms; follow MOH recommendations	L	Individual Employees
7.1.2 DRUGS AND ALCOHOL							
a	Drugs and/ or Alcohol	Unable to work in a safe manner	Unsafe work practices	H3	Persons under the influence of alcohol and/or drugs are not permitted to enter The Site. The consumption of alcohol and/or use of drugs are strictly prohibited on site	L	Supervising Scaffolder
7.1.3 FOUNDATIONS							
a	Soft found-ations	Unstable Scaffold	Scaffold collapse	H4	when foundations appear too soft consult with site management for directions	M	Supervising Scaffolder
b	Voids/ trenches/ manholes/ hydrants	Unstable Scaffold	Scaffold collapse	H3	Follow details in AS/NZS 4576 'Guidelines for Scaffolding' Clause 8.3. Scaffold should not obscure access manholes or emergency service items. Check with United Scaffolding Group before altering scaffold design (e.g. removal of standards) Jack must be fully bearing on soleboard/foundation	M	Supervising Scaffolder
c	Sloping ground	Unstable Scaffold	Scaffold collapse	H5	Base plates must be fully bearing on soleboard/foundation. Chock jack with harwood packer. If unsure contact United Scaffolding Group Representative.	M	Supervising Scaffolder
d	Under-mining	Unstable Scaffold	Scaffold collapse	H5	Where undermining is evident contact United Scaffolding Group Representative for directions.	M	Supervising Scaffolder

REF	JOB STEP	HAZARD	RISK	RISK CLASS	RISK CONTROL	RESIDUAL RISK	PERSON RESPONSIBLE
7.1.4 SCAFFOLDING - GENERAL							
a	Working adjacent to an opening or edge of a structure	Working at heights	Falling from scaffold	H5	when erection, alterations or dismantling of scaffold is to be carried out adjacent to an opening or edge of a structure where a person is at risk of falling 2m or more a safety harness must be worn before being exposed to the risk. (e.g. awing; hoarding; excavation)	M	Supervising Scaffolder
b	Working adjacent or above a penetration in a scaffold	Penetrations within scaffold platform or building floor	Falling from scaffold	H5	Workers should not have access above any such penetrations in the scaffold. If workers are required to work above the penetrations, they should ensure the guardrails (including mid-rails) are installed to prevent access to the penetration, or that the penetration is covered and secured; and any workers involved in railing off or covering and securing such penetrations over and above 2m must be harnessed with the lanyard while performing such work	M	Supervising Scaffolder
c	Exclusion Zone	People accessing the work area	Hit by falling object	H3	An exclusion zone must be provided to preve3nt people accessing the work area. (The work area includes:- The area directly below where the scaffolders are working including where people can access). Up to: 3m for scaffold 0 – 5m high; 4m for scaffold over 5m high (Horizontal measurement from the base of the scaffold). The exclusion zone can be maintained by barricades and/or spotter.	M	Supervising Scaffolder
d	Unloading/ Loading/ handling scaffold	Manual Handling	Back injury	M5	Use correct manual handling techniques: Check walkway is clear of obstacles,; Position yourself close to load; keep back straight and bend with knees when lifting; keep load close to body; avoid bending and twisting to lift; don't lift more than you can comfortably carry; rotate tasks regularly; use team lifting for heavy components.	L	Supervising Scaffolder
e	Accessing site/work area/ handling scaffold items	Slips, trips, and falls	Fall injury	M5	Avoid wet areas; always use pathways, walkways, scaffold platform and stairs; do not take shortcuts when walking on the site or work area; always use guardrails when accessing stairs; always wear issued PPE; be observant – watch out for protruding obstacles.	L	Supervising Scaffolder
f	Changes to scaffolding design	Non-compliant scaffolding	Scaffold failure	H4	When site conditions require an alteration to the scaffolding design the following steps are to be followed: 1. Advise the United Scaffolding Group Site Supervision of the proposed alterations. 2. United Scaffolding Group Site Supervisor or delegate to advise the United Scaffolding group design office and receive approval for all proposed alterations. 3. Handover Certificate to include approved design alterations and the name ot he the United Scaffolding Group design office person who approved the changes	M	Supervising Scaffolder
7.1.5 ERECTION – FIRST LIFT							
a	Laying out Scaffold and erecting first lift	Falling objects	Hit by falling objects	H5	Ensure loose items are secure to prevent falling. Do not throw scaffold items. Set standards for staggered joins. Hold unsupported standards when erecting the lift. Erect first lift at bottom cluster. Where access is provided by ladder or stair bay ensure this bay is erected together with the run of scaffold	M	Supervising Scaffolder
	ERECTING FIRST LIFT – Step 1				ERECTING FIRST LIFT – Step 2		
							
	Erecting base lift				Placing erection platform (work from ground level)		
b	Erecting second lift	Falling Objects	Hit by falling object	H5	Place minimum of two boards in first lift. Access temporary platform. Erect next lift (2nd lift)	M	Supervising Scaffolder

REF	JOB STEP	HAZARD	RISK	RISK CLASS	RISK CONTROL	RESIDUAL RISK	PERSON RESPONSIBLE
7.1.6 ERECTION – ADDITIONAL LIFTS							
a	Erecting next lift: **One Metre Rule**	Working at heights	Falling from scaffold	H5	1. Ensure working from full platform on the first bay with guardrail and midrail (OR guardrail and mesh guard) in place on the outside. Where the scaffold is greater than 225mm from the building a guardrail, midrail and toeboard (OR guardrail and mesh guard) must be placed on the inside of each bay. Access top platform by stair/ladder. Do not climb the standards. 2. Erect the next lift above the top platform 3. Place Temporary Erection Platform (TEP) at 1m height on the top platform. (a TEP can be two steel boards on transoms; min. two timber boards on guardrails – overhanging min. of 150mm both sides; ladder platform device) 4/ Access the TEP and erect standards, guardrails and midrails for next lift. 5. Egress from TEP to top platform and erect boards to next lift. 6. Erect alloy stair bay to next lift. Access new top platform by alloy stair (OR ladder). Fit toeboard to the platform. 7. Repeat steps 1 to 6 for next bays; steps 1 to 7 for each lift.	M	Supervising Scaffolder
b	Erecting tube and fitting (T&F)	Working at heights	Falling from scaffold	H5	T&F is always to be erected from the protection of a guardrail use the “One Metre Rule” when erecting T&F	M	Supervising Scaffolder
c	Guardrails and midrails	Falling objects	Hit by falling objects	H5	Always ensure loose T&F (ready for installation) is secure on platforms to prevent falling. Ensure area below working area is secure preventing persons entering the work area This can be achieved by an observant spotter (see Ref. 4.3) Ensure T&F items are held securely when installing. scaffold tools are to be clean and dry to prevent slipping.	M	Supervising Scaffolder
d	Erecting toeboards	Falling objects	Hit by falling object	H5	Toeboards must rest on a platform board and against the inside of the standards (DO NOT fix toeboards to the outside of the standards). Toeboards are to be secured by toeboard clips or alternatively double tie wire	M	Supervising Scaffolder
e	Passing up scaffold items	Working at heights	Falling from scaffold	H5	Persons passing up scaffold items must have overhead protection (platform above) to prevent being struck by falling items (accidental dropping). Ensure clear communication from person receiving the items to allow person passing items to release. For slippery items ensure clear advice is given to persons receiving items to enable adjustments to grip and method for receiving.	M	Supervising Scaffolder

ERECTING ADDITIONAL LIFTS–Step 1	ERECTING ADDITIONAL LIFTS–Step 2	ERECTING ADDITIONAL LIFTS–Step 3
		
Erect next lift	From erection platform erect guardrail and midrail for next lift	From first platform erect steel boards to next lift

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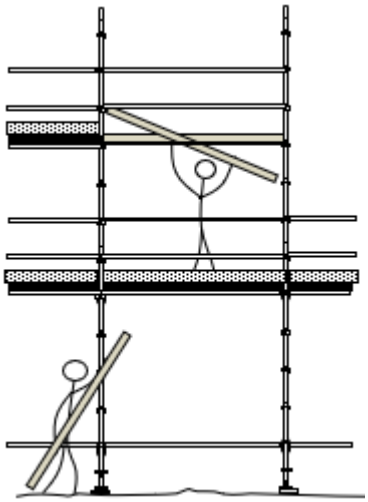
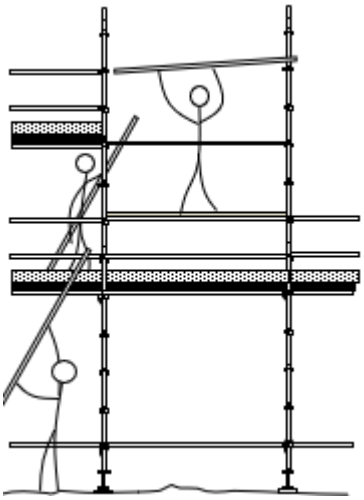
REF	JOB STEP	HAZARD	RISK	RISK CLASS	RISK CONTROL	RESIDUAL RISK	PERSON RESPONSIBLE
7.1.7 TIES TO STRUCTURE							
a	Accessing tying position	Work at heights	Falling from scaffold/ structure	H5	Always fix ties from a full platform	M	Supervising Scaffolder
		Falling objects	Hit by falling object	H5	Do not leave unsecured objects on the scaffold Do not allow the scaffold to free stand more than 4m	M	Supervising Scaffolder
b	Integrity of Structure	Scaffold collapse	Hit by object	H5	Scaffold must be erected according to United Scaffolding Group 'guidelines for safe use of Scaffold'. Scaffold must be tied to minimum requirements of United Scaffolding Group 'Guidelines for safe use of Scaffold – scaffold ties' OR United Scaffolding Group drawings (where issued). Support structure must have sufficient strength to withstand the forces imposed by the scaffold where ties are inserted (min. 600kg push in/pull our per tie).	M	Supervising Scaffolder
c	Power tools	Use of power tools	Tripping	M3	Check that power leads are supported above floor level	L	Supervising Scaffolder
			Injury by rotating tools	H5	User must be trained in the safe use of the power tool as recommended by the manufacturer	L	Supervising Scaffolder
			Electric shock or electro-cution	H5	Check power leads are tagged with current test tag. Check power leads to ensure they are not cut, frayed, or otherwise damaged. User must be trained in the safe use of the power tool as recommended by the manufacturer	M	Supervising Scaffolder
d	Mechanical anchors	Anchor fails to hold	Collapse of scaffold	H5	All mechanical anchors must be installed according to the manufacturer's instructions. All mechanical anchors supporting tensile loads only must be tested to ensure they support the minimum load requirements	M	Supervising Scaffolder
e	Chemical injection for anchor	Hazardous chemicals	Poisoning/ burns	H5	Consult SDS (Safety Data Sheet) and follow safety guidelines	M	Supervising Scaffolder
7.1.8 ERECTION OF HOP UP BRACKECTS							
a	Erecting hopup brackets	working at heights	falling from scaffold	H5	Ensure hopup brackets are erected from a full scaffold platform. Erect hopup brackets from behind the standards	M	Supervising Scaffolder
	Fitting the tie bars	Working at height	Falling from Scaffold	H5	Last hopup wedge to remain loose. Fit end of tie bar to hopup with loose wedge. Whilst behind standard with one hand around the standard fit the other end of the tie bar to the adjacent hopup bracket (with wedge driven home). Drive wedge home on the last hopup bracket.	M	Supervising Scaffolder
7.1.9 ERECTION OF ACCESS (ladders and stairs)							
a	Erecting lifts	Working at heights	Falling from scaffold	H5	Follow the controls as detailed in Ref. 7.1.6 "Erection – Additional Lifts" Access bays to have guardrails fitted at 0.5m increments. Do not climb standards. Temporary platforms for stretcher stair must have guardrails to all leading edges before accessing these platforms	M	Supervising Scaffolder
b	Erecting alloy stairways	Working at heights	Falling from scaffold	H5	Ensure alloy stairways are placed progressively from the lowest levels as the scaffold lifts are being erected	M	Supervising Scaffolder
c	Erecting stair stringers	Working at heights	Falling from scaffold	H5	Erect temporary platform between lifts for assistance in placing stringers. Use team lifting techniques for erecting stringers.	M	Supervising Scaffolder
d	Fixing stair treads	Working at heights	Falling from Scaffold	H5	Ensure treads are placed progressively from the lowest levels as the stringers are being erected	M	Supervising Scaffolder
		Unsecured treads	Hit by falling object	H5	Fix with min. two M8 bolts and double nuts OR single Nyloc nut (per bolt)	M	Supervising Scaffolder
e	Erecting ladders	Working at heights	Falling from Scaffold	H5	Ensure ladders are placed progressively from the lowest levels as the scaffold lifts are being erected. Ladder to extend 1m past access platform	M	Supervising Scaffolder

REF	JOB STEP	HAZARD	RISK	RISK CLASS	RISK CONTROL	RESIDUAL RISK	PERSON RESPONSIBLE
7.1.10 FIXING AND REMOVING EXTERNAL SHEETING/MESH PANELS							
a	Transferring chainwire/ shadecloth to and from the work area	Manual Handling	Back injuries	H5	Use mechanical handling devices (e.g., crane, hoist) to transfer items to/from the work area. Consult with principal contractor supervision for programming lifts. Where mechanical handling devices are unavailable use manual handling. Consult with the scaffold team for additional site hazards and implement safety controls before manual handling chainwire or shadecloth to/from work area. Follow safety controls when manual handling – See item 7.1.4d	M	Supervising Scaffolder
b	Fixing/ removing shadecloth or chainmesh	Working at heights	Falling from scaffold	H5	Always install and fix chainwire and shadecloth from a platform with edge protection. always remove chainwire and shadecloth from a platform with edge protection.	M	Supervising Scaffolder
		Falling objects	Hit by falling object	H5	Ensure chainmesh and shadecloth is fixed to the scaffold by tie wire at 1m (maximum) intervals vertically and horizontally. All gaps in the chainwire and shadecloth are to be filled in and secured with similar material.	M	Supervising Scaffolder
		Scaffold collapse	Hit by falling scaffold	H5	Ensure shadecloth extends a maximum of 1m above the structure	M	Supervising Scaffolder
c	Fixing /removing mesh guards	Manual handling	Back injuries	M7	Use mechanical handling devices (e.g., crane, hoist) to transfer items to/from the work area. Consult with principal contractor supervision for programming lifts. Where mechanical handling devices are unavailable use manual handling. Consult with the scaffold team for additional site hazards and implement safety controls before manual handling meshguards to/from the wo9rk area. Follow safety controls when manual handling – See item 7.1.4d	L	Supervising Scaffolder
7.1.11 ALTERING SCAFFOLD							
a	Moving hopup brackets	Working at heights	Falling from scaffold	H5	Ensure hopup brackets are erected from a full scaffold platform. Erect hopup brackets from behind the standards OR from the platform below	M	Supervising Scaffolder
	Fitting tie bars	Working at height	Falling from scaffold	H5	Last hopup wedge to remain loose. Fit end of tie bar to hopup with loose wedge. Whilst behind standard with one hand around the standard fit the other end of the tie bar to the adjacent hopup bracket (with wedge driven home). Drive wedge home on the last hopup bracket	M	Supervising Scaffolder
7.1.12 DISMANTLE OF SCAFFOLD							
a	After each section of demolition	Stability of scaffold	Scaffold collapse	H5	Visible inspection of scaffold by a competent person for damage or dislodgement of components before access. Complete an inspection report following a successful inspection	M	Supervising Scaffolder
b	Accessing Scaffold	Working at heights	Falling from scaffold	H5	Access the scaffold by ladder or stair. Do not climb the standards	M	Supervising Scaffolder
c	Dismantling Scaffold (with a platform in place every 2m) One Metre Rule	Working at heights	Falling from scaffold	H5	1. Access second platform down by stair/ladder. 2. Dismantle boards from top platform. 3. Place Temporary Erection Platform (TEP) above second platform down at 1m high. (A TEP can be two steel boards on transoms: min. Two timber boards on guardrails – overhanging min. of 150mm both sides; ladder platform device). 4. Access TEP and dismantle standards, ledgers and transoms of top platform. 5. Remove TEP; remove one board from platform and pass scaffold items down to person on platform below. 6. Repeat steps 1 to 5 for each bag; step 6 for each platform of boards *(Diagram over page)…*	M	Supervising Scaffolder

REF	JOB STEP	HAZARD	RISK	RISK CLASS	RISK CONTROL	RESIDUAL RISK	PERSON RESPONSIBLE
c cont	DISMANTLING TOP PLATFORM – Step 1				DISMANTLE TOP RAILS – Step 2		
							
	From 2nd platform down remove steel boards from top platform				From Temporary Erection Platform (TEP) dismantle guardrail and midrail for top lift		
d	Dismantling tube and fitting (T&F)	Working at heights	Falling from Scaffold	H5	T&F is always to be dismantled from the protection of a guardrail. Use the "One Metre Rule" when dismantling T&F	M	Supervising Scaffolder
		Falling objects	Hit by falling objects	H5	Always ensure dismantled T&F is secure on platforms to prevent falling. Ensure area below working area is secure preventing persons entering the area. This can be achieved by an observant spotter (see Ref 4.3). Ensure T&F items are held securely when dismantling. Scaffold tools are to be clean and dry to prevent slipping.	M	Supervising Scaffolder
e	Padding down scaffold items	Working at heights	Falling from height	H5	Before passing scaffold items ("handballing") ensure all platforms have guardrail protection to all leading edges where a person cold fall more than 2m. When passing through the platform allow one board opening (closest to edge) for person receiving passed items.	M	Supervising Scaffolder
f	Passing down scaffold items	Falling objects	Hit by falling objects	H5	Persons receiving scaffold items must have overhead protection (platform above) to prevent being struck by falling items (accidental dropping). Ensure clear communication from person receiving before items are released. For slippery items ensure clear advice is given to persons receiving to enable adjustments to grip and method for receiving.	M	Supervising Scaffolder
g	Placing dismantled items of scaffold	Scaffold collapse	hit by falling scaffold	H5	Ensure scaffold platforms are not overloaded. Scaffold must not exceed design load. Check with United Scaffolding Group engineer when unsure.	M	Supervising Scaffolder
		Loose items	Tripping, slipping	M7	Always maintain tidy work area. Always remove scaffold items from platforms and palletise. Do not leave loose material on platforms. Do not throw items.	L	Supervising Scaffolder
h	Remove chain or shade	working at heights	Falling from scaffold	H5	Always remove chainwire from a full platform. See Ref.7.1.10a,b,c	M	Supervising Scaffolder
i	Removing mesh panels	Working at heights	Falling from scaffold	H5	Always work with guardrail in place when removing and passing down mesh panels	M	Supervising Scaffolder
j	Dismantle hopup brackets	Working at heights	Falling from scaffold	H5	Ensure the dismantle of hopup brackets is undertaken from a full platform	M	Supervising Scaffolder
k	dismantling toeboards	Falling objects	Hit by falling object	H5	Before lifting a board ensure the adjacent board is held in place. Lift the toeboard by its end (against adjacent toeboard) and turn the adjacent board towards the center of the platform to prevent it being dislodged. Transfer the dismantled steel board to a clear location for stacking.	M	Supervising Scaffolder

REF	JOB STEP	HAZARD	RISK	RISK CLASS	RISK CONTROL	RESIDUAL RISK	PERSON RESPONSIBLE
l	Removal of ties	Scaffold collapse	Hit by falling object	H5	do not allow the scaffold to free stand more that 4.0m. Remove the ties progressively as the scaffold is dismantled.	M	Supervising Scaffolder
		Working at heights	Falling from scaffold	H5	Always work from a full platform	M	Supervising Scaffolder
m	Alloy stair	Working at heights	Falling from scaffold	H5	Access scaffold by stair. Remove ledgers, transoms, and standards above top stairway. Place tow boards 1.0m down from top stairway. Access boards to assist in removing stairway. Additional scaffolder standing on the stairway below to assist in removing top stairway. Stairway to be lowered within the scaffold bay. Stairways must be removed progressively with the scaffold lifts. DO NOT remove all the stairways before dismantling the scaffold lifts. Standards can be lowered down within the scaffold bay or handballed down the outside of the bay whilst standing behind the guardrails.	M	Supervising Scaffolder
n	Stretcher stair	Falling objects	Hit by falling object	H5	Access scaffold from stretcher stair. Ensure temporary platform is erected midway of stringers to assist in removal of the stringers. Use minimum of two people to remove a stringer from its position	M	Supervising Scaffolder
		Working at heights	Falling from scaffold	H5	Erect temporary platform with guardrails to all leading edges (before accessing the platform) to assist in removing ledgers, transoms, and standards.	M	Supervising Scaffolder
o	Ladder access	Working at heights	Falling from scaffold	H5	Access scaffold from ladder. Place temporary platform of two boards to assist in removing ledgers, transoms, and standards. Remove ladder and pass down to next lift.	M	Supervising Scaffolder
7.1.13 UNFINISHED WORK							
a	Unfinished work	Openings in the scaffold	Falling from scaffold	H3	Before leaving the work area ensure all openings are barricaded off or covered. Fix safety signs where people can access. All unused scaffold items must be bundles or palletised. (See Ref. 7.1.15). All standing scaffolds must be tied according to Ref. 7.1.7b of this document.	M	Supervising Scaffolder
7.1.14 HIGH WINDS							
a	High winds	Loose scaffold items	Hit by falling objects	H5	All loose items on the scaffold must be removed OR secured. All boards (including lap boards) on exposed platforms to be secured with board restraining clamps OR other approved methods	M	Supervising Scaffolder
7.1.15 HOUSEKEEPING							
a	Storing unused scaffold	Mobile plant hitting unused scaffold	Injury to driver/ pedestrians	H3	All unused scaffold items must be bundled or palletised for storage. Stored scaffold must not obstruct pedestrian access ways unless alternative (signed) pedestrian access is provided. When stored scaffold restricts access OR endangers pedestrians OR mobile plant, the scaffold must be barricaded OR secured with high visibility barrier tape. Scaffold stored in public areas should be barricaded and may require additional lighting.	M	Supervising Scaffolder
		Trip hazard for pedestrians	Impact injury to pedestrians	M8		L	
		Falling items	Hit by falling item	H3		M	
7.1.16 LADDER BEAMS							
a	Erecting/ dismantling	Working at heights	Falling from scaffold	H3	Erect/dismantle ladder beams from a full platform with guardrails. Use team lifting techniques to handle the ladder beam. Do not work adjacent to a leading edge where the risk of falling sig rea great then 2m.	M	Supervising Scaffolder
		Falling objects	Hit by falling object	H3	An exclusion zone must be provided. See Ref. 7.1.4c for safety controls. Follow United Scaffolding Groups design details for ladder beams.	M	Supervising Scaffolder

8.0 ADDITIONAL HAZARDS/WORKS (Additional hazards/works require a Risk Assessment and SWMS)

Customer and Site: ……

Scaffold Location: ……..

To be completed by a competent^ person:

1. Consult with workers to complete the Risk Assessment and SWMS>
2. Enter Job Step (e.g., Install steel beam), Hazard and Risks in the SWMS (8.1).
3. Use the Risk Assessment Matrix (3.1) to confirm the Risk Class (H,M,L).
4. Use the Risk Control Priority (3.2) to assess the highest level of control (1 to 6).
5. Enter the Risk Class with Control Level in the Risk Class column below (e.g., H5).
6. Enter Risk Controls necessary to minimise safety risks (See 3.2 for risk control priority).
7. Use again the Risk Assessment Matrix to identify the *revised* Risk Class with Risk Rating (e.g., M8). (The Risk Class should now be reduced because of the Risk Controls put in place.) This is the "Residual Risk" (remaining risk in the task).
8. Enter the person who ensures the controls happen.
9. Agree to the details entered.
10. Conduct a Toolbox Meeting and train all Scaffolders in the SWMS before commencing work.

8.1 SAFE WORK METHOD STATEMENT (SWMS) for additional hazards/works

REF	JOB STEP	HAZARD	RISK	RISK CLASS	RISK CONTROL	RESIDUAL RISK	PERSON RESPONSIBLE

8.2 SWMS REVIEW RECORD (reviewed safety controls regularly)

DATE	REVIEWED BY	SUMMARY OF AMENDMENTS	APPROVAL^^

NOTE: a copy of the current completed 'Acknowledgement of Safe Work Method Statement' must be forwarded to United Scaffolding group.

^^When the document has been amended it must be approved by a United Scaffolding Group Representative.

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WACO AUSTRALASIA

PRINCIPLE CONTRACTOR COPY

9.0 ACKNOWLEDGEMENT OF SAFE WORK METHOD STATEMENT (Consulting and agreeing to work safely)

Customer and Site: ……

Scaffold Location: ……..

I confirm that should there be a requirement to carry out any work not covered by a Safe Work Method Statement (SWMS) then, a further Risk Assessment will be written, and a 'toolbox' talk held to discuss and agree to the method to be used before the work is carried out. **Scaffolders attending site who have not previously undertaken SWMS induction must do so before commencing work.**

	NAME (Supervising scaffolder^^^)	SIGNATURE	DATE		NAME (Supervising scaffolder^^^)	SIGNATURE	DATE
1				6			
2				7			
3				8			
4				9			
5				10			

We record that we attended the 'toolbox' meeting and have discussed, understood and agree with the risks, controls and responsibilities within the Safe Work Method Statement (including SWMS for additional hazards/works) for The Site.

	NAME	SIGNATURE	DATE		NAME	SIGNATURE	DATE
1				33			
2				34			
3				35			
4				36			
5				37			
6				38			
7				39			
8				40			
9				41			
10				42			
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24				56			
25				57			
26				58			
27				59			
28				60			
29				61			
30				62			
31				63			
32				64			

^^^The person directly responsible for the scheduled works e.g., Leading hand Scaffolder.

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9.0 ACKNOWLEDGEMENT OF SAFE WORK METHOD STATEMENT (Consulting and agreeing to work safely)

Customer and Site: ……

Scaffold Location: ……..

I confirm that should there be a requirement to carry out any work not covered by a Safe Work Method Statement (SWMS) then, a further Risk Assessment will be written, and a 'toolbox' talk held to discuss and agree to the method to be used before the work is carried out. **Scaffolders attending site who have not previously undertaken SWMS induction must do so before commencing work.**

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29				61			
30				62			
31				63			
32				64			

^^^The person directly responsible for the scheduled works e.g., Leading hand Scaffolder.

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10.0 GUIDELINES FOR SAFE USE OF SCAFFOLD

IMPORTANT INFORMATION FROM SUPPLIER

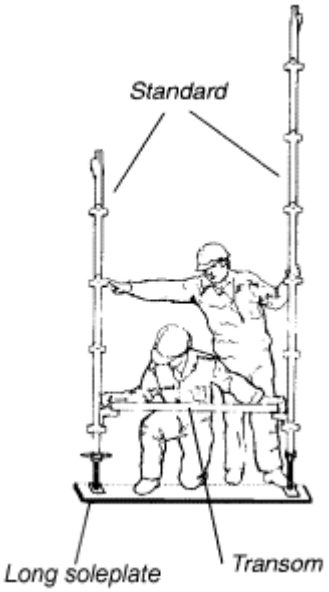
This information is important for the safe construction and use of the scaffolding supplied and must be handed to the person responsible for the erection and dismantling of your scaffold

GUIDELINES FOR SAFE USE OF SCAFFOLD
TUBE AND CLIP / KWIKSTAGE SCAFFOLD

The following information is given in accordance with clause 1.6 of the Australian Standard for scaffolding AS/NZS 1576.3-1995 and Guidelines for Scaffolding AS/NZS 4576-1995. Only certificated scaffolders are permitted to erect, alter, and dismantle the scaffold. If you have any doubt or any queries regarding this document please contact your nearest United Scaffolding Group office.

10.1 INSTRUCTIONS ON THE ERECTION, DISMANTLING, TRANSPORTATION, STORAGE AND MAINTENCE OF THE SCAFFOLD

10.1.1 ERECTION

1	The best starting point for a scaffold is a corner, an internal corner is preferred if the ground is sloping. Always start from the highest point with the minimum of jack extension. It is good practice to lay out components required in sets along the run of the scaffold. Each set comprises 1 long or 2 short soleplates, 2 adjustable baseplates (jacks), 2 standards, 2 transoms, 4 ledgers.	
2	Wherever possible, joints between adjacent standards should be staggered. To achieve this, start with a 2.0m standard on the inside face and a 3.0m standard on the outside face. Lower the standard onto the adjustable baseplate (jack) and position the adjustable baseplate (jack) on a soleplate. Adjust the adjustable baseplate (jack) so that the V pressings on the standards are approximately at the same height. Holding the two standards upright pick up the transom by the wedges and connect the two standards by inserting the spigots on each end of the transom into the lowest V pressing on the standards. Do not tighten the wedges at this stage. **NOTE:** There may be instances where staggering of joints of laterally adjacent standards is not practicable. In those instances, the decision not to stagger joints must be made by the certificated scaffolder erecting the scaffold or by an engineer or a suitably qualified person.	

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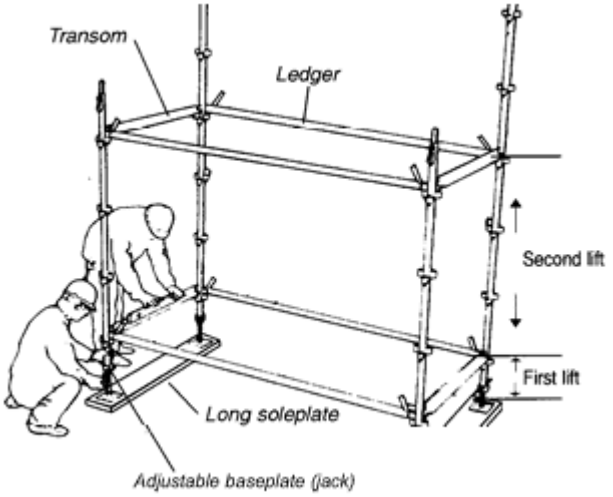
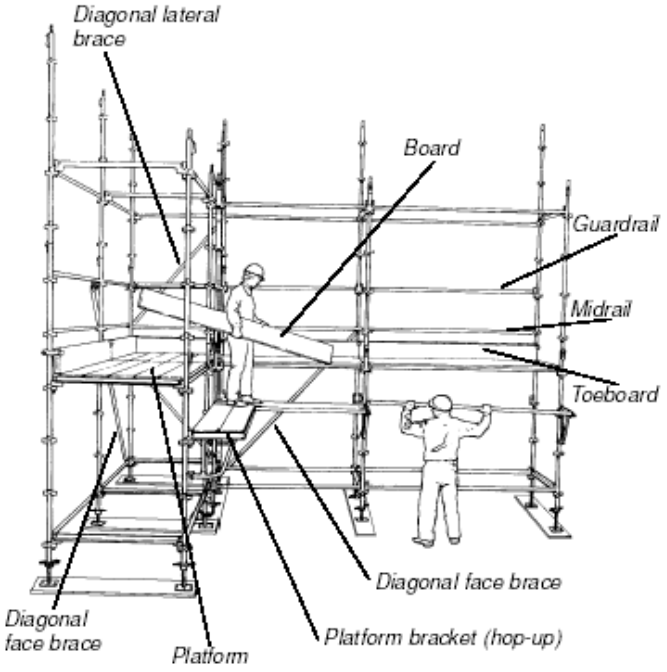
10.1.1 ERECTION

3	To create the first lift, attach ledgers to both standards at the height at which the first transom in installed. Lower the third standard onto the end of one ledger. Holding the standard vertically insert the spigot of the ledger into the V pressing on the standard. On level ground the same height V pressing is used on all standards, however, where the ground slopes an alternative V pressing may be used to keep the ledger level. The fourth standard is connected to the second ledger in the same manner and a transom is installed linking the second pair of standards. The second lift of ledgers and transoms is then installed to complete the first bay of the scaffold. Using a spirit level, adjust all of the adjustable baseplates (jacks) so that the scaffold bay is level all around.	
4	Diagonal braces keep the scaffolding square and rigid and ensure that all subsequent lifts are level. When installing diagonal braces fit the top end of the brace first. Unless specifically designed otherwise, diagonal braces must be installed to the outside face of the scaffold at each end bay and every third bay and laterally at each end of the scaffold. After bracing has been completed tighten the wedges on the ledgers and transoms by hammering securely into place. Subsequent bays are erected and levelled from the first bay.	
5	Install the boards on the flanges of the transoms to form a platform. Boards are normally installed from the platform below. Toeboards, where required, are installed by attaching boards to the standards with toeboard clips.	
6	The platform bracket (hop-up) is attached to a V pressing on the standard on the inside face of the scaffold. The 2 board or 3 board platform brackets (hop up) can be positioned either level with the working platform or one V pressing above or below the working platform, but a 1 board platform bracket (hop up) must always be positioned level with the working platform. Platform brackets (hop up) are linked together with tie bars before the boards are installed.	
7	To install **additional lifts** the following procedure should be adopted: • Components are normally passed up from below by a safe means. This may be by hand or by mechanical device such as hoist, crane, or gin wheel. • The outside standards must extend at least one metre above the platform. Where this does not occur, the standard must be 'topped up'. • Guardrails and midrails must be positioned at every open face of the scaffold where a person may fall 2 metres or more. • The guardrails and midrails must be secured to the standard at each end. Guardrails must remain in place at least until the platform is removed. • After placing the guardrails and midrails, top up any remaining standards. • The next lift of ledgers and transoms must be installed at a height not exceeding 2 metres above the last level of ledgers/transoms unless specifically designed otherwise. • Install diagonal bracing to square and plumb the scaffold. • Install ties as set out under SCAFFOLD TIES – 10.2.4 • Repeat procedure for further lifts until the desired height is achieved.	

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10.1.2 DISMANTLING

1. Check that ties are securely in position before dismantling. Remove ties progressively as the scaffold is dismantled.
2. Dismantle progressively on a lift-by-lift basis.
3. DO NOT overload the scaffold with stacked dismantled equipment.
4. The scaffold should, as a general rule, be dismantle in the reverse sequence to the erection procedure. The components should always be lowered to the ground to avoid incidents and the damage that dropping them can cause.
5. Once dismantled, the components should be stacked in pallets as neatly as possible. Use different pallets for each type of component to facilitate stock control and, if required, the selection of items for the next erection (See also Dismantling under 10.2.3)

10.1.3 TRANSPORTATION

When transporting scaffolding the following good practice mush be observed:

1. All loose items must be properly restrained/contained within the confines of the vehicle
2. All scaffolding equipment must be secured adequately but in such a way as not to damage or deform the scaffolding.
3. Care must be taken when releasing load restraints on the vehicle in case movement has occurred which may cause scaffolding to fall when the restraint is released.

10.1.4 STORAGE

The scaffolding:

1. Must be stored in a manner as to prevent its damage.
2. Must be kept in pallets or bundles until ready for use – **care must be taken when releasing any strapping on the scaffolding.**

10.1.5 MAINTENANCE

United Scaffolding Group has in place a quality assurance system which has been accredited to AS/NZS9001 which covers the maintenance of the scaffolding.
No maintenance of the scaffolding is to be carried out other than with the prior written approval of United Scaffolding Group.

10.2 GUIDE ON SAFE WORKING PRACTIVES AND ENSURING STABILITY OF THE ERECTED SCAFFOLD

10.2.1 GENERAL

1. Only scaffolders certificated to the appropriate level are allowed to engage in erecting, altering, or dismantling the scaffold.
2. Scaffolders must be made aware of any safety requirements in the workplace
3. **DO NOT** leave a scaffold with incomplete ties. Check the scaffold before you leave The Site and if the scaffold is incomplete remove access ladders and erect the necessary safety signage.
4. **DO NOT** work from improvised platforms to gain height or length such as the bare framework of the scaffold structure.
5. **DO NOT** leave planks on guardrails or step ladders on the working platform.
6. **DO NOT** climb on the standards, transoms, ledgers, or V pressings. Only use the access ways and walkways and keep them clear and unobstructed.
7. Maintain the working platforms in a tidy condition.
8. Avoid any overloading situation. Ensure that build-up of material or debris is monitored and progressively removed.

10.2.2 ERECTION

1. The foundations for the scaffold must be able to sustain the imposed loads. (This is the customer's responsibility).
2. Erect all scaffolds straight and square.
3. Make sure that only United Scaffolding Group's scaffold components are used. (See also Mixing of Parts under 10.8)
4. Place adjustable baseplates (jacks) under all standards and centrally on soleplates unless instructed otherwise.
5. Stagger joints between inside and outside standards where practicable.
6. Ensure that all wedges are hammered securely into place.
7. Erect diagonal bracing on all scaffolds.
8. Always place edge protection to statutory authority requirements on all access and working platforms including ends and returns.
9. Tube ties must extend and be fastened to adjacent inside and outside standards except where the tie will interfere with the free and safe movement of persons on a working platform, in which case it is permissible to tie to the inside standard only, in accordance with United Scaffolding Group Work Instruction W1 28 which is available from United Scaffolding Group.
10. Erect ladders at a slope of 4 vertical to 1 horizontal and securely tie in the stiles at the top. Make sure that the ladder is of industrial grade and is sound with no bends or twists on the stiles or rungs.

10.2.3 DISMANTLING

1. Check That ties are securely in position before dismantling. Remove ties progressively as the scaffold is dismantled.
2. Dismantle progressively on a lift-by-lift basis.
3. **DO NOT** drop materials (bombing).
4. **DO NOT** overload the scaffold with stacked dismantled equipment.
5. Leave a tidy workplace.

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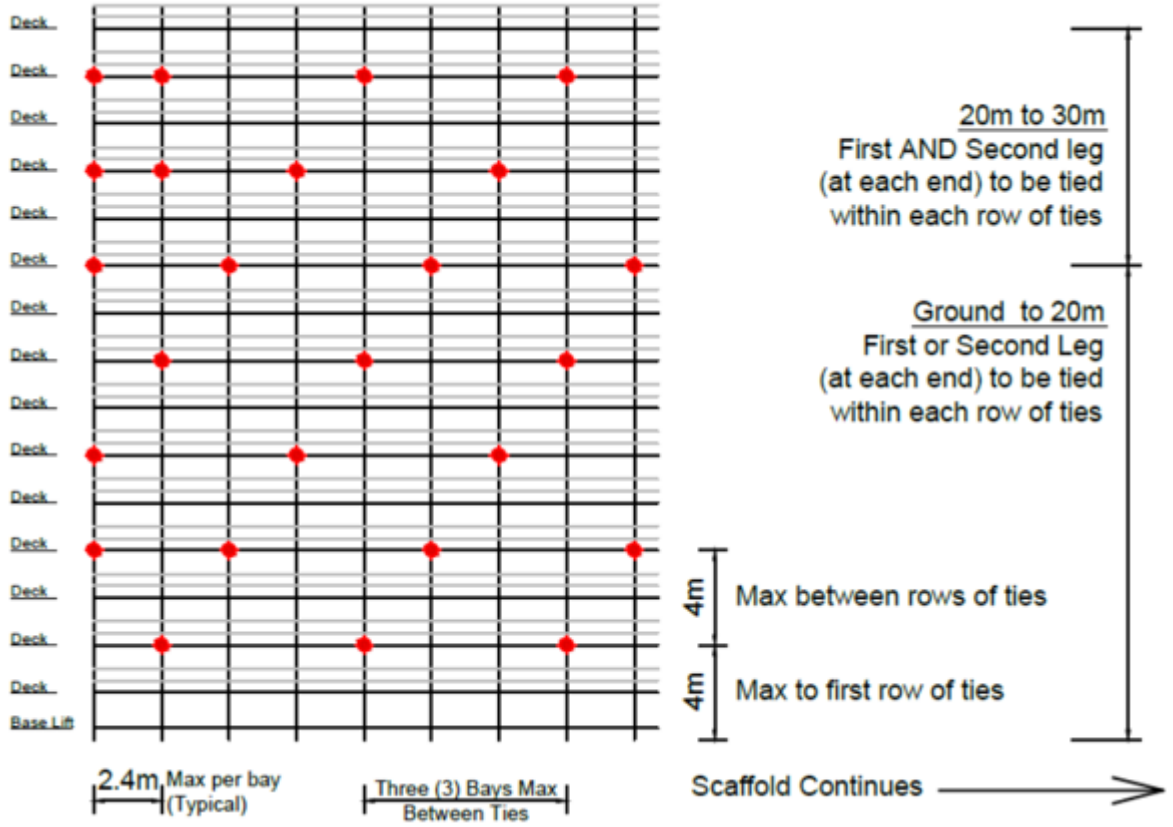
10.2.4 SCAFFOLD TIES

TIE CONFIGURATION DETAIL:

Ties are critical to the stability and structural capacity of scaffolding. Except as specifically noted on a certified drawing, all scaffolds are to be tied in accordance with United Scaffolding Groups “Guidelines For Safe Use Of Scaffold” and AS/NZS 1576.6



1. Max 4m of scaffold permitted above the highest row of ties.
2. Max 2m of cladding (e.g., up to 70% solidity shadecloth) permitted above the highest row of ties
3. Signage or higher solidity cladding may require additional measures

The customer is responsible to ensure that the supporting structure has sufficient strength to withstand the forces imposed by the scaffolding when the ties are inserted (minimum 600kg push in/pull out per tie).

PLEASE NOTE:

- If any of the above tying requirements cannot be met, engineering advice must be sought.
- If scaffold is required to be erected above 30.0m, tie design must be engineer approved.
- Reveal ties must not be used.

10.3 COUPLERS

Generally, 90o couplers or swivel couplers are used to connect the scaffold tube tie to both the scaffold and the supporting structure.
Only Tubes, couplers and other fittings supplied by United Scaffolding Group should be used with United Scaffolding Group’s equipment for this purpose.

10.4 DUTY LOADING

Tube and Clip and Kwikstage are **heavy duty** scaffold systems supplied by United Scaffold Group and unless specifically designed otherwise by United Scaffolding Group, are covered by the following parameters of load, height, and number of working platforms:

- For a maximum bay size of 1.27m x 2.44m the maximum uniformly distributed load per bay is 6.6kn (675kg). Inclusive of the said uniformity distributed load, a maximum concentrated load of 2mn (204kg) per bay is allowed. A bay is the space enclosed by four adjacent standards from ground to top working platform. The transom or member supporting the scaffold boards must span the shorter side of any rectangular bay equal to or smaller than 1.27m x 2.44m.

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10.5 MAXIMUM NUMBER OF WORKING PLATFORMS

Notwithstanding the number of platforms on the scaffold, only two platforms in any bay may be used as working platforms at any one time. If more than two platforms in a bay are required to be used as working platforms, engineering advice must be sought.

10.6 MAXIMUM HEIGHT

Tube and Clip/Kwikstage scaffold systems may be erected to a maximum top working platform level of 30 metres.
If the scaffold is required to be erected above 30 metres engineering advice must be sought.

10.7 SPECIAL STRUCTURES/CONFIGURATIONS

All non-standard scaffold configurations (e.g., vehicle or other openings, cantilevers, etc.) must be referred to an engineer for certification.

10.8 MIXING OF PARTS FROM DIFFERENT SYSTEMS ARE NOT PERMITTED

Please note that under the Guidelines for Scaffolding AS/NZS 4576:1995, it is not permissible to mix parts from different prefabricated scaffolding systems unless a supplier approves of the mix and gives certain guarantees.
You do not have United Scaffolding Group's approval to mix its scaffold systems with any other system not supplied by it. If you own Kwikstage or Tube and Clip scaffolding, or you are hiring such systems from other scaffolding suppliers, then you do not have United Scaffolding Group's approval to mix the scaffolding hired from it with such other scaffolding. If you mix United Scaffolding Group's scaffolding with other scaffolding not supplied by it, United Scaffolding Group gives no guarantee that:

- The components mixed are of a compatible size and strength.
- The components mixed have compatible deflection characteristics.
- The fixing devices are compatible.
- The mixing does not lessen the strength, stability, rigidity, or suitability of the scaffold.

United Scaffolding Group will only permit mixing of scaffolding systems where the equipment is either supplied by it or has been maintained by it through its quality assurance programme.
United Scaffolding Group takes no responsibility whatsoever for any equipment failure where you have mixed its scaffolding with that of others.

10.9 SCAFFOLD INSPECTIONS

10.9.1 ENGINEERING CERTIFICATION

Scaffold designs within the parameters specified have been approved by a structural engineer as complying with AS/NZS 1576.1:2010 Scaffold – General Requirements:

- Tie Requirements – up to 20m twp. (above ground level (See section 10.2)
- Fully Platformed Scaffold.
- Access Openings Incorporating Ladderbeams.

Scaffold designs that fall outside of these parameters is to be approved by a structural engineer and erected by a competent person.
Components – Scaffold items found to be defective is to be identified (paint or tagging), quarantined and removed from site.

10.9.2 HANDOVER

PRE-HANDOVER INSPECTION:

- All scaffolds must be checked by a competent person before handover.
- Notifiable scaffolds (scaffolding from which a person call fall 5m or more while being erected or dismantled) must be inspected before they are handed over by a person with the appropriate certificate of competence.
- All scaffolds, regardless of height, must have a tag clearly displaying important safety information at access points (minor scaffolds may be excluded if appropriate for the situation; minor scaffolds are lightweight, portable, single bay with a working platform of no more than 2m).

INSPECTION:
All scaffolds, regardless of height, that are in use for a week or more must be inspected by a certified scaffolder or competent person, depending on the type of scaffolding:

- Weekly while in use.
- Monthly while set up but not in use.
- After each structural alteration, repair, addition, or change of anchorage.
- After any storm or even that could adversely affect the safety of the scaffold

Notifiable scaffolds must be inspected at intervals as stated above by a certified scaffolder.
Suspended scaffolds must be inspected before first use and at intervals as stated above by a certified scaffolder and aily as part of the pre-start check by the competent user.

PLEASE NOTE:
IF UNITED SCAFFOLDING GROUP HAVE CONTRACTED FOR THE SUPPLY AND THE ERECTION OF THE SCAFFOLD THEN ALL SCAFFOLDING ENGINEERING MATTERS MUST BE REFERRED TO UNITED SCAFFOLDING GROUP

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t/a United Scaffolding Group
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