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SAFE OPERATING PROCEDURE SCAFFOLDING

The instructions recommended within this document apply to normal risk conditions. If the Scaffolding is to be used in a dangerous or hostile environment, the user/client hiring this equipment from Pirie Hire Pty Ltd is responsible for conducting an appropriate risk analysis, and applying suitable controls to mitigate those additional risks.

GENERAL SAFETY

- The scaffolding can only be used if it is safe to do so.
- Always perform a visual check on the scaffolding before erecting it.
- No drugs, alcohol or smoking is permitted.
- Operator must comply with all load limits.
- Ensure all the bracing arms and walking planks are firmly secured prior to use.
- Operator to wear appropriate PPE (safety footwear, hardhat).





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OPERATING CONDITIONS

- Any scaffold over 4m must be erected by a licensed scaffolder.
- Carry out a visual inspection on wheels, platforms and stabiliser arms prior to use. Check for structural damage ie cracked welds, bends, twists, splits, cracks, missing parts etc.
- Ensure you receive basic instructions on how to erect scaffold.
- Make sure ground conditions are suitable to support scaffold once erected.
- If using scaffold on the outside of a building, adjustable baseplates or stabilizers are required.
- Use outriggers to maintain the height to minimum base ratio of 3:1.
- Do not exceed the maximum working load which is typically 225kg.
- Never work on an incomplete platform or incorrectly erected structure.
- Do not wear loose clothing or jewellery while operating machine.
- Use care when climbing up and down the scaffold. Always use the ladder provided. Do not climb up the outside of structure.
- Always ensure there is nobody on the scaffold before disengaging wheel brakes and moving scaffold around.
- Do not allow children to use the scaffold.
- Do not climb onto rails or stand on any objects to gain extra height when using the scaffold.
- The scaffold may be used higher than stated if tied to a structure in an approved manner.
- Always tie scaffold in an approved manner to a structure in windy or stormy weather.
- Never operate machine near overhead powerlines. Always keep a minimum of 8m away.
- Do not use scaffold if you are unsure, or have any doubt regarding its structural integrity.
- It is the hirers responsibility to ensure the scaffold is erected properly prior to use.
- Do not use the machine as a lifting aid or lifting device..
- Do not allow people on the ground to tamper with controls unless in an emergency situation.
- Do not use the machine as a ground for welding.
- Refer to operator's manual or erection procedure for all other requirements.



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PARKING

- Always leave scaffold where there will be no obstruction to vehicles, site personnel or access ways.
- Do not impede road traffic and post reflective warning signs where possible.

INSPECTION AND MAINTENANCE

- If on extended hire, Scaffold and mechanisms are to be inspected regularly. Servicing and repairs are to be organised by Pirie Hire Pty Ltd.
- Operator to carry out daily inspections of wheels, platforms and rails.
- If any damage is done to the scaffold cease use and contact Pirie Hire Pty Ltd for inspection.

The above instructions must be followed at all times. If any one of these instructions are not possible, contact the Pirie Hire staff immediately for assistance.

For a basic tutorial on the operation of a scaffold, watch this clip:

<https://www.youtube.com/watch?v=HjZhPOF4ukM>



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SCAFFOLDING RISK ASSESSMENT

Risk Area/Hazard	Consequence	Likelihood	Controls
Scaffold crushing/striking somebody <ul style="list-style-type: none"> Mobile Plant 	<ul style="list-style-type: none"> Serious Injury Fatality 	<ul style="list-style-type: none"> Possible 	<ul style="list-style-type: none"> Set up an exclusion zone around scaffold while operating Communication where possible Do not exceed machine operating limits and specifications Operate to the weather conditions
Machine contacting overhead powerlines <ul style="list-style-type: none"> Electrical 	<ul style="list-style-type: none"> Serious Injury Fatality 	<ul style="list-style-type: none"> Possible 	<ul style="list-style-type: none"> Operator to assess area and use a spotter when overhead powerlines nearby
Falling/slipping while climbing onto scaffold <ul style="list-style-type: none"> Manual technique 	<ul style="list-style-type: none"> Minor Injury Major injury 	<ul style="list-style-type: none"> Possible 	<ul style="list-style-type: none"> Always use 3 points of contact when climbing scaffold Never climb the scaffold using the rails. Always use the ladder
Scaffold tipping over <ul style="list-style-type: none"> Stored energy 	<ul style="list-style-type: none"> Serious Injury 	<ul style="list-style-type: none"> Possible 	<ul style="list-style-type: none"> Operate to the conditions and within the machines specified limitations Use stabilisers when required, or conditions require extra stability
Falling from platform at height	<ul style="list-style-type: none"> Serious Injury Fatality 	<ul style="list-style-type: none"> Possible 	<ul style="list-style-type: none"> Ensure personnel do not climb out of the secure platform area while in use