

Scaffolding & Work Platforms

Location	
Contractor	

		Y	N	N/A
1.0	Notifiable scaffold			
1.1	Has scaffolding over 5m in height been notified to WorkSafe under Particularly Hazardous Work?			
1.2	Is the notification displayed in the Control Room?			
1.3	Is there a valid date on notification?			
2.0	Proximity to overhead power lines			
2.1	Is scaffold erected more than 4m from power lines			
2.2	Has written approval of the local electricity supply authority been obtained and is available for scaffold erected within 4m of power lines?			
3.0	Scaffold register and cards			
3.1	Are Scafftag cards clearly identifiable on the scaffold?			
3.2	Are the Scafftag Cards dated within the last seven days?			
4.0	Scaffolding over verandas, gantries or roofs			
4.1	Where verandas, gantries or roofs are used to support scaffolding, are they certified by a registered engineer as suitable?			
5.0	Lifting appliances mounted on scaffolding			
5.1	Has a registered Engineer imposed specific requirements to strengthen scaffold for any lifting devices with a safe lifting capacity exceeding 250kg?			
5.2	Where a gin wheel is used for lifting from a scaffold, the safe lifting capacity must not exceed 50kg			
6.0	Foundations			
6.1	Is the scaffold erected on solid ground?			
6.2	Are steel base plates (150mm X 150mm) fitted to the bottom of all standards?			
6.3	Do timber Sole boards sit under the base plates and are they minimum dimensions of 500mm long x 200mm wide x 38mm thick			
6.4	No bricks, blocks and other loose material must be used to support standards.			
6.5	Where adjustable screw extensions have been used on uneven ground is there at least 150mm length of spigot inside the upper tube?			
7.0	Geometry (see diagram for help)			
7.1	Are the standards vertical?			
7.2	Are the ledges & guardrails horizontal?			
7.3	Are the putlogs & transoms horizontal?			
7.4	Are connecting joints in standards, ledges and guardrails staggered			

OPERATIONS CHECKSHEET



		Y	N	N/A
8.0	General			
8.1	The base level platform must be within 3m of the ground.			
8.2	Are all other levels must be between 1.8m and 2.1m high?			
8.3	Are tubes in good condition, free from bends and defects and reasonably free from corrosion?			
8.4	Are sleeve couplers/spigot fittings used to connect standards/ledgers?			
8.5	Are fittings and couplings maintained in good order & reasonably free from corrosion?			
8.6	Ties to other structures must be evenly positioned 6m max (horizontal) and 4m max (vertical)			
9.0	Access scaffold platforms			
9.1	Are ladders securely fixed top & bottom to the scaffolding?			
9.2	Do ladder or hand holds extend 1m above platform level?			
9.3	Ladder should incline at a 4:1 ratio			
9.4	Ladder must not serve more than 2 platforms and doesn't exceed more than 5.1m in total length.			
10.0	Working Platforms			
10.1	Light duty working platforms Spans must not be more than 2400mm long x 1575mm wide			
10.2	Max live load of 225kg per bay will not be exceeded?			
10.3	Medium duty working platforms Spans must not be more than 2400mm long x 1275mm wide			
10.4	Max live load of 450kg per bay will not be exceeded			
10.5	Heavy duty working platforms Spans must not be more than 1800mm long x 1275mm wide			
10.6	Max live load of 675kg per bay will not be exceeded			
11.0	Platform decking			
11.1	Must not be less than 675 wide, and a 450mm clear walkway must be maintained			
11.2	The inside edge of the platform must be 300mm or closer to the work face?			
11.3	Wooden planks are in visual good condition with no sign of rot or cut?			
11.4	Are all planks securely fastened to scaffold?			
11.5	Is all platform timber butted together? (exception corner returns)			
11.6	Decking has minimal gaps between planks?			
11.7	Plank overhangs must be greater than 80mm & less than 220mm			
12.0	Kickboards/Toe boards			
12.1	Are kickboards fitted to the outside and end of all platforms?			
12.2	Are kickboards securely fixed to the scaffold?			
12.3	Kickboards must extend not less than 150mm above platform			
13.0	Guardrails and Midrails			
13.1	Are guardrails fitted on all platforms regardless of height?			

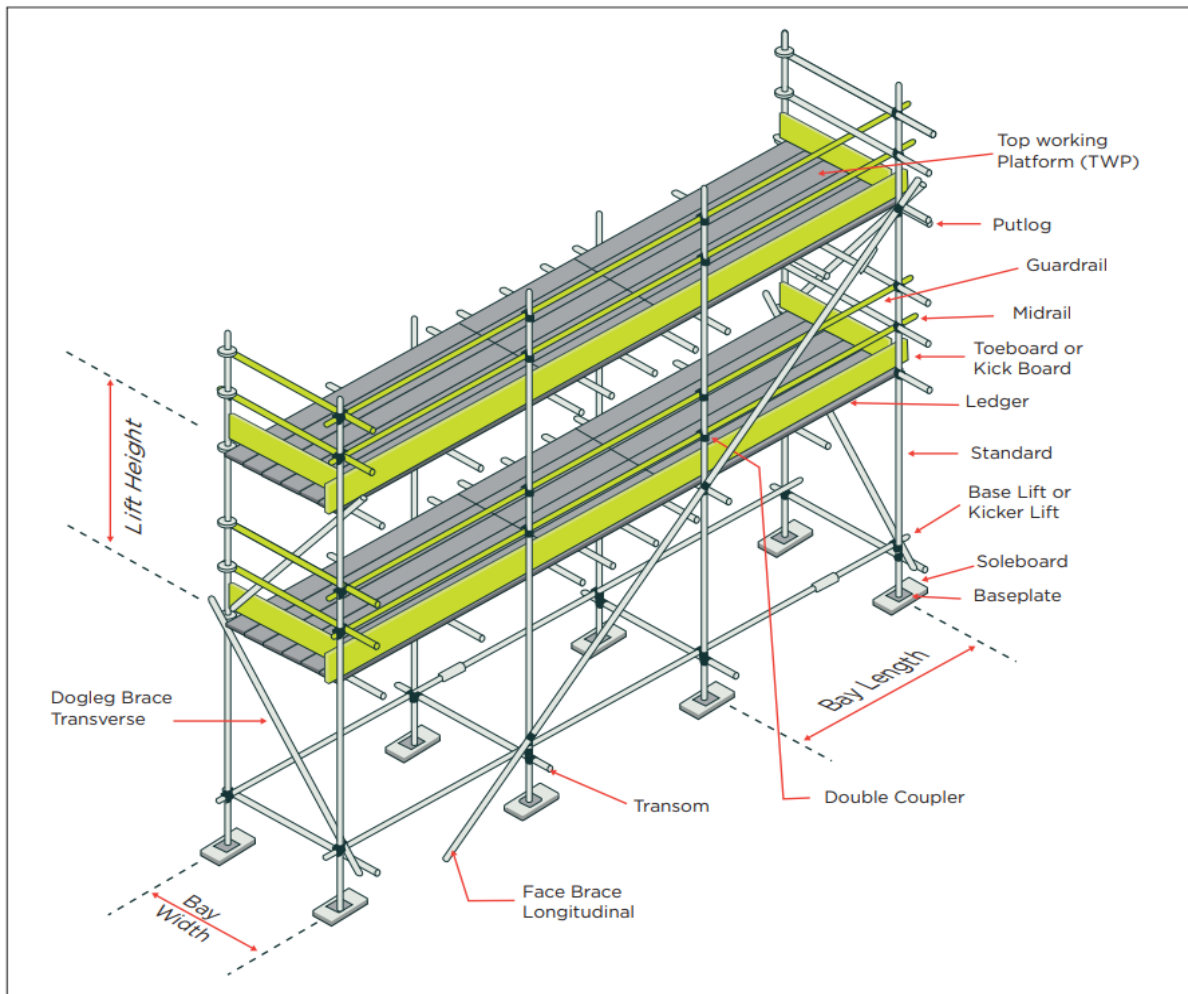
OPERATIONS CHECKSHEET



		Y	N	N/A
13.2	The top guardrail must be between 900mm & 1100mm high?			
13.3	Is a midrail fitted?			
13.4	Is the midrail parallel to the top rail?			
13.5	Is a inside guardrail fitted to platforms where the distance of the inside edge of the platform to the work face is greater than 300mm?			
14.0	Mobile Scaffolds			
14.1	Is being used on a firm level surface?			
14.2	Work platforms must be fully decked with guard and mid rails fitted			
14.3	Are toe boards fitted to the outside and end of all platforms?			
14.4	Swivel type casters must be a minimum diameter of 125mm			
14.5	Casters must have the SWL clearly shown on them			
14.6	Where platform incorporates a hatch door, the door is closed except for during access or egress			

Note: This checklist has been compiled to meet the requirements of the Scaffold, Access & Rigging NZ (SARNZ) Best Practice Guideline for Scaffolding in NZ

ACTIONS ON COMPLETION			✓
Work Order Completed - Set User Status: WOCO			
Associated documents reviewed and review date updated in DMS			
INSPECTION SUMMARY			
Please add any actions or observations into the Cintellate system.			
Name	Signature	Date	



Scaffolding in New Zealand,
Worksafe, 2016 [Scaffolding in New Zealand | WorkSafe](#)



Sleeve Coupler



Spigot connection