

Essential guide:

Scaffolding

The word **MUST** means it is a mandatory requirement. Where you see the words **YOUR CALL** it means you are strongly advised to do this, but you can use your judgement.

This document is designed to provide guidance to anyone supervising work or anyone working on or around scaffolds. Accidents have occurred in the past due to the omission of some of these features and so this will help you understand what to look out for and ensure controls are in place.

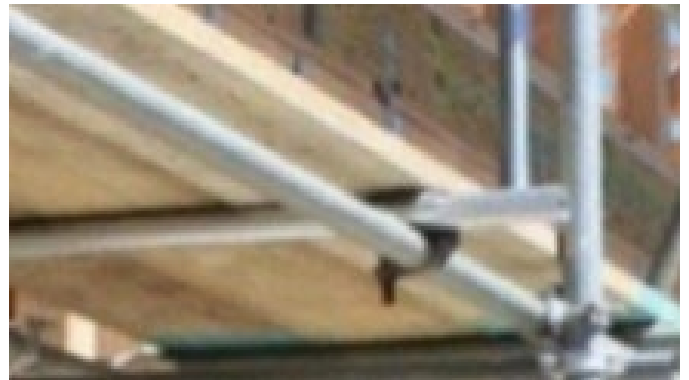
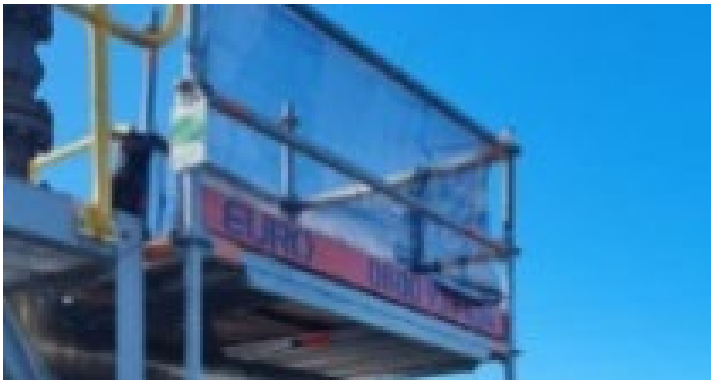


During erection

All scaffolds being erected or dismantled **MUST** have a physical exclusion zone in place to isolate all areas beneath the work area.

Kick boards

Kick boards **MUST** be installed on all sides of scaffold platforms where work is to be conducted, except for access entry points and around pipes where it is not practical to do so.

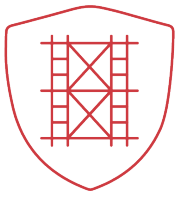


Scrim Netting

Scrim netting **MUST** be used to help prevent dropped objects unless a risk assessment has deemed it unnecessary.

Wooden planks & lap boards

Lashing or other methods of securing planks and boards **MUST** be used and ensure there are no gaps between boards to prevent dropped objects.



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Ladders secured with two connection points

Putlogs **MUST** be used to secure ladder in two places to prevent twisting of the ladder during use.



Handrails

All scaffold structures **MUST** have at least one metre high handrails.



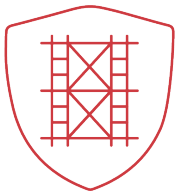
Inward opening, self-closing gates

For transitions between ladders and scaffold platforms there **MUST** be inward opening, spring loaded self-closing gates.



Exclusion zones

There **MUST** be an exclusion zone when a scaffold is in operation if there is danger of dropped objects.



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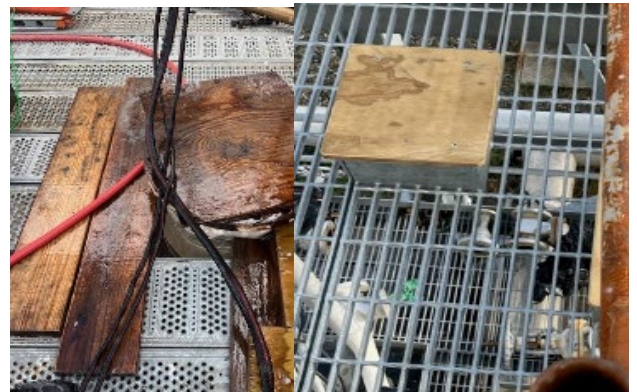
Capping on exposed ends

Where there is a risk of injury from exposed scaffold pipe ends, there **MUST** be suitable covering applied to protect people from injury.



Belly stop stillage before lifting/craning

Ensure stillages or pallets of scaffolding are belly stopped and secured to the stillage or pallet before lifting commences.



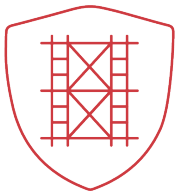
Coverings around pipe and vessel openings

Gaps **MUST** be filled anywhere where they exist, often around where pipes and valves have been removed. Gaps can be covered with plywood or other appropriate coverings. The covering **MUST** be strong enough to hold tools and/or people depending on the location.



Scaff tags & competencies

All scaffold structures **MUST** be checked and signed off weekly by a suitably qualified scaffolder.



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Open holes that present a fall risk

Where there is an open hole, there **MUST** be a suitable scaffold structure built surrounding the area with two rails. The top rail shall be no less than one metre high and kickboards shall be fitted at the base and scrim mesh shall be attached to rails.

Check the load rating

Is the design of the scaffold sufficient for the loads it needs to support (light (225kg), medium (450kg), heavy (675kg) or special duty.) Scaff tags do not always state the load rating so if you are unsure, want verification or have concerns contact the scaffolding contractor.