AUSTRALIAN SCAFFOLD

WORK SAFER - FASTER - SMARTER

(02) 9627 1700

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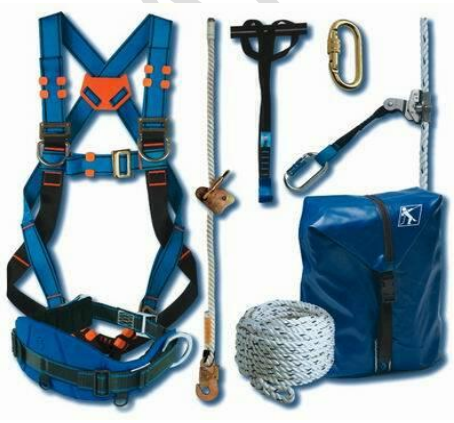

SCAFFOLD PLAN SWMS & JSA

– also known as job safety analysis worksheet or scope of works

This SWMS has been developed and authorised by: ***Scott Butlin*** **Position:** ***Manager*** **Date:** ***27th February 2009***

DESCRIPTION OF WORK ACTIVITY: Supply and erection of scaffold/edge protection and accessories.

WARNING – STRICTLY UNDER NO CIRCUMSTANCES IS UN-AUTHORISED REMOVAL OF OR INTERFERENCE I WITH SCAFFOLD OR COMPONENTS ALLOWED.

Australian scaffold must be notified 24 hrs prior to ANY planned alterations to scaffold / edge protection.

Safety Starts here

This document forms part the Australian Scaffold (Aust) Pty Ltd scaffold plan. This plan will be kept onsite (if appropriate).
There are 6 parts to the scaffold plan.

1. SWMS.
2. JSA.
3. Scaffold checklist.
4. Handover certificate.
5. Scaffold drawings (if required).
6. Engineers certificate (if required).

This SWMS is submitted to (principal contractor):	COMPANY:
CONTACT NAME:	SITE ADDRESS:
PROJECT DESCRIPTION:	SITE ADDRESS:
This SWMS was reviewed by (principal contractor):	COMPANY:
NAME:	POSITION:
SIGNATURE:	DATE:
PHONE NUMBER:	MOBILE NUMBER:

List plant, equipment and tools to be used	List hazardous substances to be used or handled	MSDS available? (Tick)	List PPE to be used	(Tick)	List hazards to consider	(Tick)
eg Electric generator	eg Unleaded petrol		Hard hat		Fall from ladder	
			Safety boots		Fall from heights	
			High Visy		Fall from scaffold	
			Gloves		Contact with	
			Hearing		Falling objects	
			Safety glasses		Collapse	
			UV cream		Slips, trips & falls	
			Dust masks		Manual handling	
			Other (specify):		Exposure to noise	
					Struck by moving	
					Inhalation of dust	
					Cuts	
					Other (specify):	

RISK TABLE

What damage could it cause?	How likely is it to be serious? NOTE: If a hazard is rated 1, 2 or 3, take action immediately.			
	Very likely (could happen anytime)	Likely (could happen sometimes)	Unlikely (could happen, but only rarely)	Very unlikely (could happen, but probably never will)
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

How to complete the following form

- List the step-by-step sequence of tasks required to carry out a work activity from start to finish.
- List the potential hazards associated with each step, and the related OHS risks.
- Using the risk table, rate the identified risks.
- List what controls you will implement to reduce the risks to the lowest possible level.
- Rate the level of risk once those controls have been implemented (must be 4-6 before you can start work).
- List the names or positions of the persons responsible for ensuring that the controls are implemented.

A separate SWMS is required for each work activity

Job Activity (Tasks) *Break the activity down into steps. List the steps in this column.*	**What can harm you (Hazards)** *Identify any potential hazards associated with each step.*	**What can Happen (Risks)** *Detail the risks in this column, and enter the risk rating in the next column.*	**Initial risk Rating (1 – 6)**	**Causes which need to be managed (Controlled).** *Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.*	**Person who will ensure this will happen.**
General Planning	Inadequate training, consultation, planning & improvisation.	Task specific injuries due to inexperience, inadequate consultation or failure to provide appropriate equipment.		Sufficient skills to complete the required task correctly. Adequate consultation with relevant employees. Competent person used for scaffold erection up to 4 metres in height. Qualified scaffolder used to erect scaffold in excess of 4 metres in height or where complex configurations are involved.	Sub contractor.

	Unstable scaffold due to lack of competency in erection.	Injury due to scaffold collapse.		Competent person used for scaffold erection up to 4 metres in height. Qualified scaffolder used to erect scaffold where the working platform exceeds 4 metres in height or if the scaffold has cantilevers or outriggers. Foundation or ground suitable for scaffold. Different scaffold systems not mixed together. (Mix & match problems).	Sub contractor.
	Overload of scaffold components.	Collapse causing fall from height.		Appropriate type of scaffold used for the job. Light, medium or heavy duty. Scaffold components not overloaded beyond the design limits. Different scaffold systems not mixed together. (Mix & match problems).	Sub contractor.
	Unstable or incorrect erection of scaffold.	Injury due to scaffold collapse or partial collapse.		Instructions provided to be clear. Scaffold maintained in good condition by supplier. Visual checks for defects on every installation & dismantle. A scaffold inspection every week on continuous hire.	Supplier, sub contractor & workers onsite.
Planning by principal contractor or subcontractor.	Live electricity too close to scaffold erection or completed scaffold is moved too close during use.	Electric shock or electrocution.		Earth leakage switch installed on mains supply or portable generator. No working on or moving scaffold too close to live power lines. No scaffold components or material handled are over 4 meters in length. No scaffold components or material contacts power lines. Tiger tails (insulation) not in place on power lines or wet conditions make them ineffective. Be wary of strong winds that cause power lines to swing closer to work area. No scaffold components being handled striking and shatters unprotected light bulb.	Head contractor, sub contractor & workers onsite.

Erection of base frames, standards and bracing.	Unsupported frames or standards being erected at ground level.	Frames or standards falls over striking person erecting scaffold or other person close to the work area.		Sole boards to be correct length for soft ground. Bracing or team member used to support first frames or standards. Base plates or screw jacks used under all frames and standards. Foundation to be level or screw jacks to be used. Castor wheels locked and fitted correctly.	Sub contractor & workers onsite.
Erection of 2nd level frames, standards and bracing.	Climbing unbraced scaffold during erection.	Scaffold tips over causing fall.		No climbing unbraced scaffold. 2 persons used to assist in scaffold erection. Foundation to be level or screw jacks to be used.	Sub contractor & workers onsite.
	Base frames or standards not adequately braced or supported.	Instability / collapse of scaffold causing fall.		Scaffold to be built square with plan bracing installed. Sufficient and correctly fixed diagonal bracing.	Sub contractor & workers onsite.
	Scaffold exceeds height to base ratio.	Scaffold topples over causing a fall from height.		General height of scaffold not to exceed 3 times the base width unless out riggers are used or the scaffold is tied to a secure structure.	Sub contractor & workers onsite.
Erection of working platforms	Manual handling.	Strains, sprains or injuries such as back damage.		2 persons used to pass materials to higher lifts.	Sub contractor & workers onsite.
	Split (uneven) decks installed.	Step backward off higher deck causing fall from height.		Working decks to be at same height.	Sub contractor & workers onsite.

Erection of edge protection, ladder and toe boards.	Climbing on the outside of scaffold.	Scaffold moves unexpectedly or tips over causing fall.		2 persons to assist in scaffold erection.	Sub contractor & workers onsite.
	Movement of scaffold.	Fall from unprotected working platform.		Scaffold adequately braced to prevent movement whilst edge protection is fixed.	Sub contractor & workers onsite.
	Edge protection incomplete.	Fall from the edge of the working platform.		Handrail positioned not below 900mm and above 1100mm the working platform on all sides. Mid rail to be installed.	Sub contractor & workers onsite.
	Ladder access hatch (trap door) in working deck.	Fall through ladder access hatch		Hatch to be closed whilst working on deck	Sub contractor & workers onsite.
	Inappropriate access to working deck.	Fall whilst gaining access to working platform.		No climbing up or down the outside of the scaffold. Ladder access to be installed. Ladder to be positioned internally for scaffold more than 3 meters in height and at the appropriate angle 1:4 i.e. for every 4 metres in height 1 metre out from the base. Ladder to be secured at the top and bottom. Ladder to project at least 1 metre above the working platform. Ladder to access the working platform through a trap door.	Sub contractor & workers onsite
	Unsecured tools and / or equipment lying on working platform.	Injury due to scaffold collapse.		Toe boards to be fitted to the working platform. Exclusion zone around scaffold positioned in a public or work area. Area around base of scaffold to be barricaded off.	Sub contractor & workers onsite

Use of scaffold	Vehicle or mobile plant strikes scaffold.	Injury due to scaffold collapse.		Scaffold not positioned too close to plant operating area. Plant not operated in a defined exclusion zone.	Head contractor, sub contractor & workers onsite.
	Incomplete scaffold.	Fall from scaffold or working platform.		Un-authorised removal of or interference with scaffold components. Scaffold inspected by competent person prior to use. Isolation system used for incomplete scaffolds e.g. barricades and signs. Complete edge protection to working platform.	Head contractor, sub contractor & workers onsite.
	Scaffold left unattended and unsecured.	Scaffold accessed by inexperienced person or scaffold falls onto person.		Scaffold to be barricaded to prevent unauthorised use.	Head contractor, sub contractor & workers onsite
Dismantling and / or alteration	Scaffold incomplete or partly dismantled.	Fall from scaffold.		No un-authorised removal of or interference with scaffold components. Scaffold to be inspected by competent person prior to use. Isolation system for incomplete scaffold.	Head contractor, sub contractor & workers onsite
	Unstable or incorrect dismantling of scaffold.	Injury due to scaffold collapse.		Sufficient skills to complete the required task. Qualified scaffolder used for dismantling.	Head contractor, sub contractor & workers onsite
	Inappropriate alterations to scaffold.	Scaffold collapse or fall from scaffold.		Competent person used for scaffold alteration. Qualified scaffolder used for complex alterations.	Head contractor, sub contractor & workers onsite

MELBOURNE - Prahran scaffolding collapse - February 24th, 2009

CHINA - Guangdong province, Dec. 13, 2004.

MIDDLESBROUGH – Odeon Cinema Wednesday 12th July, 2006

Buckinghamshire - Witan Gate 2006

I the undersigned have read and fully understand the Australian Scaffold (Aust) Pty Ltd scaffold plan. If at any time I feel that the scaffold plan is not being adhered to, or that my safety is being compromised, I will bring it to the attention of Australian Scaffold the first practical opportunity and will discuss the matter with the intention of finding a solution to the problem. I will at all times abide by and use this scaffold plan in carrying out my duties while working at this site. I will help Australian Scaffold Pty and its workers in reviewing any additions to this scaffold plan by making constructive suggestions at toolbox meetings or any other site meeting regarding safety.

This scaffold plan was not intended just to meet O.H&S regulations. Its principal design is to ensure the health and safety of workers on site. Please use it as intended.

Declaration by contractors and workers

I have been **consulted** and have assisted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have **read** and **understand** how I am to carry out the activities listed in this SWMS.

I have been supplied with the **personal protective equipment** identified on this SWMS and I have been given **training** in the safe use of this equipment.

I have read and understand the requirements set out in the **material safety data sheets** for the **hazardous substances** identified in this SWMS

Name	**Signature**	**Date**	**Green Card**

ITEMS REQUIRED FOR THIS WORK ACTIVITY:

QUALIFICATIONS:

TRAINING:

CODES OF PRACTICE OR AS/NZS STANDARDS TO BE COMPLIED WITH:

- AS/NZS 1576.1:1995 General requirements.
- AS/NZS 1576.2:1991 Couplers and accessories.
- AS/NZS 1576.3:1995 Prefabricated and tube and coupler scaffolding.
- AS 1577 – 1993 Scaffold planks.
- AS/NZS 4576:1995 Guidelines for scaffolding.
- Work Cover Guide. Safe working at heights.
- OH&S Act Sec 21 no 1& 2, a-e.
- OH&S Act Sec 716 Plant regs.
- OH&S Act Sec 21 a, c.

AUSTRALIAN SCAFFOLD CHECKLIST

Types of Scaffold on Site	**Yes**	**No**	***Description***
1.Modular/Frame (Quick stage)	**Yes**	**No**	Must be ticketed above 4m AS1576
2.Tube & Fitting	**Yes**	**No**	Must have an Intermediate scaffold ticket. AS1576
3. Bird Cage	**Yes**	**No**	Must have basic scaffolding ticket AS1576
4. Cantilevered	**Yes**	**No**	Must have intermediate ticket. AS1576
5. Mobile Tower	**Yes**	**No**	Must be ticketed above 4m AS1576
6. Swing Stage	**Yes**	**No**	Must have an advanced scaffold ticket. AS1576
Scaffold Duties			
Heavy Duty (675kgs)	***Yes***	***No***	This is the weight safely supported by each bay. AS 1576
Medium Duty (450kgs)	***Yes***	***No***	This is the weight safely supported by each bay. AS 1576
Light Duty (225kgs)	***Yes***	***No***	This is the weight safely supported by each bay. AS 1576
Scaffold maintained in good condition? (visual check)	***Yes***	***No***	Is scaffold straight level & clean?
Scaffold Standards supported on a firm base? (sole boards & base plates)	***Yes***	***No***	Is ground stable without excavations, mud? Etc Sec 21 OH&S Act no 1& 2, a-e.
Is scaffold secured to structure (tied)? (every 3 bays, 2 lifts)	***Yes***	***No***	This is what holds the scaffold to the structure. AS1576

Is scaffold situated within 4m of electrical lines/ conductors? (it should be insulated or the power disconnected)	***Yes***	***No***	This is to prevent the wind from being able to blow power lines into scaffold structure. AS1576.
Working Platforms			
Are planks uniform and in good condition? (no splits, cracks, knots, bends etc)	***Yes***	***No***	Planks in bad condition should be marked and sent back to supplier. AS1576
Are there platforms every 2m vertical?	***Yes***	***No***	
Are there gaps in working platform?	***Yes***	***No***	Any platform missing should be barricaded and rectified. Sec 21 OH&S Act
Are kickboards/ toe boards fitted to all working decks?	***Yes***	***No***	Edge protection is required on open sides & ends of platforms over 2m. AS1576
Are kickboards/ toe boards fitted to all Access/ Egress decks?	***Yes***	***No***	Edge protection is required on open sides & ends of platforms over 2m. AS1576
Are stage/ hop-up brackets used?	***Yes***	***No***	Stage brackets must be located only on the scaffold face near the face of the building.
Signs and Barricades			
Are adequate signs provided (No entry Scaffold incomplete, Men working Overhead) during erection, dismantling and alteration?	***Yes***	***No***	All access to and from scaffold should be signed. Sec 21 OH&S Act
Are the signs placed top and bottom of scaffold during alteration and dismantling?	***Yes***	***No***	Usually placed at access and egress points
Are signs for duties placed on platforms? (Heavy duty 675kgs per bay)	***Yes***	***No***	This allows crane crew etc, to instantly recognise how much

			weight can be placed on the scaffold.
Are adequate barricades supplied during erection, alteration or dismantling of scaffold?	***Yes***	***No***	Barricades should encompass entire work area.
Tickets			
Has training been provided for workers erecting scaffolds under 4m?	***Yes***	***No***	This refers to adequate training supplied under Sec 21, OH&S Act & Sec 716 Plant regs
Have trainees got training permit?	***Yes***	***No***	There must be a ratio of 2 scaffolders to every 1 trainee
Is all work over 4m being completed by a Ticketed Scaffolder	***Yes***	***No***	If not, stop work. Sec 21,a, OH&S Act
Bracing			
Has Bracing been supplied on transverse ends? (dogleg end brace)	***Yes***	***No***	This must be completed before scaffold is used. AS1576
Is Face Bracing fitted to both end bays as well as every third bay along the face of the scaffold?	***Yes***	***No***	This must be completed before scaffold is used. AS1576
Does Bracing extend to full height of scaffold?	***Yes***	***No***	This must be completed before scaffold is used. AS1576
Access and Egress			
Is Access and Egress supplied to all working platforms? (All independent scaffolds must have access as well as egress from all working platforms to the ground).	***Yes***	***No***	If not, stop work on scaffold until rectified. Sec 21, a, c, OH&S Act
Are all ladder and stair access internal? (fitted within a ladder/ stair access tower)	***Yes***	***No***	AS1576

Is their access to scaffold from the structure? (If so then this may be used as one of the two forms of access)	***Yes***	***No***	Access must conform to AS1576.1

Mobile Scaffolds

Was mobile supplied complete with erection instructions?	***Yes***	***No***	This is required under Sec 605, Plant Regs
Is mobile fitted with handrails and midrails	***Yes***	***No***	All scaffolds should have hand/ mid rails regardless of height
Are wheels locked when in use?	***Yes***	***No***	Wheels must be locked when in use
Is scaffold situated on a hard firm surface?	***Yes***	***No***	Concrete, wood etc
Is working deck complete? (split decks are illegal)	***Yes***	***No***	AS1576
Is ladder supplied and fitted internally?	***Yes***	***No***	All mobiles over 2m must have a ladder fitted. AS1576

AUSTRALIAN SCAFFOLD SUPERVISOR

Name of Australian Scaffold supervisor	**Ticket**	**Time & Date scaffold erected/altered/checked/dismantled. Note brief description of works undertaken.**
