<table>
<thead>
<tr>
<th>DESCRIPTION OF WORKS / ACTIVITIES UNDERTAKEN:</th>
<th>ERECT / DISMANTLE SCAFFOLD</th>
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<tbody>
<tr>
<td>PERSONS INVOLVED WITH WORKS:</td>
<td>Installers (min. 2 recommended)</td>
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<table>
<thead>
<tr>
<th>COMPANY:</th>
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<table>
<thead>
<tr>
<th>NAME:</th>
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<tr>
<th>SITE ADDRESS:</th>
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<tr>
<th>PERIOD OF TIME (max 12 months)</th>
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<tr>
<td>STEP</td>
<td>TASK / ACTIVITY</td>
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</table>
| 1.   | Correct installation and structural soundness of components | Falling objects, Falls, Property damage | 1                           | 1. All products, systems and components installed according to engineered specifications, installation manuals and AS/NZS1576 – Australian Standard for Scaffolding and AS/NZS 4576 – Guidelines for scaffolding.  
2. Install manuals and scaffold plans to be readily available.  
3. Installers to have appropriate training, skills and where necessary hold the appropriate Certificate of Competency for the prescribed occupation. | 6                          | Project Coordinator  
All Installers |
| 2.   | Establish and set out base              | Falling objects, Falls, Property damage     | 2                           | 1. Inspection performed of supporting surface / structure to verify it is sound and adequate.  
2. Suitable ground conditions clear of rubble, materials and other hazards.  
3. Base plates / castor wheels on consolidated supporting structures only such as slabs / floors.  
4. Castors not to be used on slopes exceeding 5 degrees.  
5. Sole plates used where soil is the support which is to be leveled and compact under the soleplate.  
6. Position of base to consider scaffold plan, clients instructions and distance from work face/s. | 6                          | Leading Hand  
All Installers |
| 3.   | Installing additional lifts             | Falls from heights (General Principles)     | 1                           | Whilst erecting or dismantling the risk of falling may present itself by:  
- Working from installed planks / platforms  
- Working near leading edges of floors and other voids  
- Working on roofs or near roof edges.  
Where potential fall height is 2 metres or more, fall protection measures to be in place.  
The risk of falling is to be controlled by use of the following options in order of effectiveness. All installers are responsible for ensuring that the following controls are implemented in the order of effectiveness below:  
Option 1 – Utilising structures and working from existing platforms; or  
Option 2 – Working sequentially as outlined in Steps 4 & 5 of this SWMS. | 4                          | Leading Hand  
All installers |
<table>
<thead>
<tr>
<th>STEP</th>
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<th>HAZARD/S</th>
<th>RISK CLASS (BEFORE CONTROLS)</th>
<th>CONTROLS AND SAFE WORK PROCEDURES</th>
<th>RISK CLASS (AFTER CONTROLS)</th>
<th>RESPONSIBLE PERSON</th>
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</table>
|     4 | Installing additional lifts     | Internal falls and External falls | 1                           | 1. Installed / dismantled by trained and competent persons under the supervision of a person holding a scaffolding certificate of competency (where required).  
2. Working area and potential fall zone to be free of rubbish, materials and other hazards for erect and dismantle.  
3. Where Statutory Authority (eg. Workcover) guidelines or codes of practice exist (for a particular state) covering erection of prefabricated modular scaffolding, these should be followed, otherwise as below.  
4. Where potential fall height is 2 meters or more the following sequence is to be used whilst **erecting** scaffold:  
  i. Immediately install a temporary decked platform of sufficient width (min 450mm) in the bay under construction.  
  ii. Where previously installed bracing does not provide adequate fall protection temporary guardrailing is also to be installed to this temporary platform. (Immediately enough components are in place).  
  iii. Where adjacent structure is yet to be built temporary guardrails (where necessary) are also to be installed to any internal faces where previously installed bracing does not provide adequate fall protection;  
  iv. From this temporary platform position planks for the next lift.  
  v. Where scaffold framework doesn’t provide adequate fall protection between adjacent bays (eg. where walkthrough frames are used) all bays are to be constructed up to working platform level and the working platform installed along the full length of the run, prior to accessing the working platform NB working platforms in unbraced link bays can be installed from temporary platforms (no more than) 2m below working platform level in the adjacent braced bays.             |                             | All installers               |
<table>
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<tr>
<th>4. Contd</th>
<th>Installing additional lifts</th>
<th>Internal falls and External falls</th>
<th>1</th>
<th>4</th>
<th>All installers</th>
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<tr>
<td>vi.</td>
<td>This lift can then be accessed with guardrails installed immediately enough components are in place.</td>
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<td>vii.</td>
<td>Temporary platforms may be removed only after work has started 2 levels above.</td>
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<td>viii.</td>
<td>This process should be repeated for the height of the tower/s with maximum height between installed platforms (either temporary or installed intended working platforms) of 2 meters.</td>
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<td>ix.</td>
<td>Guardrails once initially installed are to be utilised as fall protection. ie. one bay is to be fully enclosed prior to guardrailing any adjoining access link or working bay.</td>
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<td>x.</td>
<td>NB. More than one bay length along the exposed edge/s of a platform should not be walked. Install guardrailing sequentially.</td>
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<td>xi.</td>
<td>Outriggers, bracing and ties to be fitted as the scaffold reaches these levels</td>
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<td>xii.</td>
<td>Where practicable, ladder access is to be installed progressively during the erection of the scaffold. Where installed, this ladder access is to be used. Prior to installation of ladder access, the scaffold structure may be climbed provided the scaffold structure is completely braced and has horizontal members, uniformly spaced, suitable for climbing. A deck (intermediate or permanent should be located no more than 2 meters below). xii. Work methodically, limiting the number of workers on scaffold at any one time.</td>
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<td>xiii.</td>
<td>Incomplete lifts / scaffold to be signed and access restricted until completed.</td>
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<td>xiv.</td>
<td>Where the use of installed temporary platforms will exceed the capacity of the scaffold, access to these temporary platforms is to be closed off. Handover documentation is also to specify no access to these temporary platforms.</td>
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## STEP 5. Dismantle Tower Systems

### HAZARD/S
- Internal falls
- External falls

### RISK CLASS (BEFORE CONTROLS)
1

### CONTROLS AND SAFE WORK PROCEDURES
1. The scaffold is to be dismantled, in the reverse sequence to erection, working from existing or temporary platforms (of suitable width - min 450mm) with maximum height of 2m between successive platforms.  
2. Edge protection, bracing and access to scaffold removed at the last possible stage.  
3. Do not drop scaffold components from height whilst dismantling.

### RISK CLASS (AFTER CONTROLS)
4

### RESPONSIBLE PERSON
All installers

## STEP 6. Signage and Handovers

### HAZARD/S
Multiple

### RISK CLASS (BEFORE CONTROLS)
3

### CONTROLS AND SAFE WORK PROCEDURES
1. Visual inspection of final installation for soundness and all components installed.  
2. If system incomplete to be signed accordingly and/or access blocked.  
3. Signage to be installed where clearly visible to persons accessing the scaffold.  
4. Handover certificate to be completed and displayed / forwarded to nominated person.

### RISK CLASS (AFTER CONTROLS)
6

### RESPONSIBLE PERSON
All installers
Section 2 - Additional Hazards and Control Measures (to be completed where pre-work risk assessment determines necessary)

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**Likelihood Ratings:**

- Very likely: Could happen frequently
- Likely: Could happen sometimes
- Unlikely: Could happen but only rarely
- Very unlikely: Could happen, but probably never will

**Consequence Ratings:**

- Extreme: Death or permanent disability
- Major: Long term illness or severe injury
- Moderate: Medical attention and several days lost time
- Minor: First aid treatment

**Risk Matrix:**

- Health Risks and Likelihood of Occurrence:
  - Death or Permanent Disability
  - Long term illness or severe injury
  - Medical attention and several days lost time
  - First aid needed

**Most Effective**

- a) Eliminate exposure to the risk by removing the hazard completely.
  - b) Minimise the risk by:
    - i) Substitute a less hazardous material, work process or item of equipment
    - ii) Redesign the equipment or the work process to make it less hazardous.
    - iii) Isolate a person from the hazard by implementing barriers, guardrail, guarding.

**Least Effective**

- c) Minimise the risk by administrative controls
  - i) Training and instruction in safe work procedures.
  - ii) Use of signs.
  - iii) Use of appropriate personal protective equipment.