



SCAFFOLDS

Scaffolds should only be used once these requirements are met and approval has been given by site management.

Erecting a Scaffold

Before erecting a scaffold, site management must ensure:

- › A Safety Plan is developed
- › Emergency procedures are included in the Safety Plan
- › The Safety Plan is communicated effectively to staff on site

The Safety Plan should be reviewed by site management **before commencing work** to ensure it specifically includes:

- › The scaffold is erected by a scaffolder certified for the type of scaffold to be erected. A copy of Scaffolder's Certificate of Competency is to be provided to site management
- › The WorkSafe NZ Notification of Particularly Hazardous Work form has been completed for a scaffold more than 5 metres high and a copy provided to site management
- › A (TMP) Traffic Management Plan (where required) has been submitted to and accepted by the Local Authority. A copy of the TMP is to be provided to site management
- › All risks have been identified, assessed and adequately controlled especially those related to falls from heights and protection of workers and public from falling objects

A site management representative should inspect the scaffold prior to acceptance and use to ensure:

- › The scaffold is sufficient for the job and fit for its intended purpose.
- › An information tag is fitted to the scaffold and is completed and updated at weekly inspections (daily for suspended scaffolds).
- › All scaffolds over 5 metres, all suspended and all special scaffolds have a register on site and this is completed and updated at weekly inspections (daily for suspended scaffolds).
- › The scaffold has a suitable foundation including sound supporting structure, a steel base plate and if necessary a timber sole-board or bearer. If in doubt seek advice from an engineer. Mobile scaffolds are to have castors with brakes and should only be used on firm level surfaces.
- › Appropriate access is provided to the scaffold platforms. This could be by way of secure ladders, stairs or access directly from the adjacent structure.
- › The scaffold structure is sound, including provision of adequate ties, bracing, outriggers (or rakers) and suspended scaffold suspension rigs. All prefabricated scaffolds must be erected to the manufacturers' assembly instructions.
- › The scaffold platform is decked the full width of the scaffold

structure and is no further than 300mm from the work face and if greater, then either inside planks or internal guardrails and toe boards are to be fitted.

- › All scaffold platforms have full edge protection including top guardrails (between 900mm min and 1100mm max), mid rails and toe boards. Containment screening is to be provided when required by risk assessment.

Rules and Regulations

Managers and Site Supervisors should ensure that all scaffolds supplied and used on their projects comply with one of the following:

- › SARNZ Best Practice Guidelines for Scaffolding
- › Approved Code of Practice for the Safe Erection and Use of Scaffolding AS/NZS 4576:1995 Guidelines for Scaffolding
- › Manufacturers' Specifications
- › Engineers' Design Specifications