

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 071 – SCAFFOLDING

1. PURPOSE AND SCOPE

Minimum requirements for use, access and control of scaffolding at Illusions Australia.

Applies to prefabricated and other scaffold systems used as work platforms or access; erection, alteration and dismantling must meet applicable competency/licensing requirements.

2. AUTHORISATION AND COMPETENCY

Workers may use scaffold only when it is complete, stable and released for use under site arrangements.

Scaffold erection, alteration or dismantling requiring prescribed competency or High Risk Work licensing must only be performed by appropriately qualified persons.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Hard hat where falling-object or overhead hazards exist.
- Other site/task PPE.
- Fall protection where required during authorised scaffold erection/alteration or where the scaffold design requires it.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Scaffold is on firm foundations and appears plumb/stable.
- Platforms are fully decked as designed.
- Guardrails, midrails and toe boards are fitted where required.
- Access ladder/stair is secure.
- Scaffold status/tag indicates it is available for use where a tagging system applies.
- No unauthorised alterations, missing components or visible damage are present.
- Load limits are understood and not exceeded.
- Clearance from electrical hazards is adequate.

5. SAFE OPERATING PROCEDURE

1. Inspect the scaffold before use for obvious defects or changes.
2. Use designated access; keep both hands available while climbing.
3. Keep platforms tidy and distribute materials within load limits.
4. Keep gates/access openings closed where provided.
5. Maintain edge protection and toe boards.

6. Report movement, damage or unauthorised alteration immediately.
7. Stop using scaffold affected by severe weather, impact or ground movement until reassessed.
8. Use only authorised persons for changes to the scaffold.

6. PROHIBITED PRACTICES

Workers must not:

- Climb scaffold frames/braces instead of designated access.
- Remove guardrails, planks, ties or braces without authorisation.
- Use incomplete or red-tagged/out-of-service scaffold.
- Overload platforms.
- Use boxes/ladders on scaffold platforms to gain extra height unless specifically engineered/controlled.
- Move mobile scaffold while occupied.
- Work near live electrical hazards without required controls.

7. ERECTION AND ALTERATION

Scaffold configuration is safety-critical.

- Only competent/licensed persons perform work requiring that qualification.
- Do not make 'minor' unauthorised changes.
- Reinspect/release after alterations.

8. MOBILE SCAFFOLD

Mobile scaffolds can overturn or roll.

- Lock castors before use.
- Use on firm level surfaces within design limits.
- Remove people before relocation.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for missing edge protection, unstable foundations, damaged components, expired/invalid status, electrical encroachment or unauthorised modification.

Prevent access until reassessed.

10. SHUTDOWN AND HOUSEKEEPING

- Remove loose materials/waste.
- Leave access clear.
- Do not alter components during cleanup.
- Report defects or impacts.
- Secure mobile scaffold as required.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.

3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Scaffold is incomplete or not released for use.
- Required edge protection/access is missing.
- Foundation or stability is suspect.
- Load capacity may be exceeded.
- Electrical or weather hazards cannot be controlled.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 071 – Scaffolding
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
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Status	Controlled Document