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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **075RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **Scaffold (portable)** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **NOTE: Scaffolding above 4 metres from ground level in height must be assembled by a licenced scaffolder.****This means if you are using a 4m Portable Scaffold on a level that is higher than ground level a licenced scaffolder must erect it.****In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Electricity*** Scaffold coming into contact with live power
* Live power lines too close to work area.
 | * Electric shock / electrocution
 | * Earth Leakage Switch not installed on mains supply or portable generator.
* Working too close to live power lines.
* Scaffold components or materials handled are greater than 4 metres in length.
* Tiger Tails (insulation) not in place on power lines or wet conditions make them ineffective.
* Do not use the portable scaffold within 8 meters of power lines
* High wind causes power lines to swing closer to work area.
* Scaffold component strikes and shatters unprotected light bulb.
 |
| **Extreme temperature*** Working outdoors
 | * Sunburn
* Skin cancer
* Heat stress
* Muscular skeletal injuries
 | Wear appropriate UV protection. For example:ClothingHatsSun glassesSunscreen* Drink plenty of fluids during warm temperatures.

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| **Gravity*** Fall from height
* Falling objects
* Uneven surfaces
* Uneven ground
* Inappropriate footwear
 | * Severe injuries
* Fractures
* Concussion, death
* Collapse of structure
* Injured by falling object
 | Always ensure the portable scaffold is level before use. * Ensure portable scaffold has load rating placard and the load limits are not exceeded.

Use the portable scaffold on hard level surfaces.* Distribute the load by placing boards underneath the portable scaffold.
* Ensure the wheels are locked before climbing.
* Ensure the ladder is securely hooked over the frame correctly before climbing. The ladder is designed to hook onto the frame between the end of the grip planks.
* Do not lean the ladder against the portable scaffold.
* Do not climb the frame of the portable scaffold.
* Ensure the area around the portable scaffold is bunted off.
* Erect caution sign
* Kickboards fitted to scaffold
 |
| **Hazardous manual tasks*** Musculoskeletal injuries
 | * Strains, sprains.
* Hernia
* Spinal and neck damage
 | Where possible always use 2 people to move the portable scaffold.* Correct manual handling techniques

Assemble the portable scaffold on hard level surfaces.Where possible always use 2 people to assemble.Wear gloves and fully enclosed shoes (steel caps are preferable).Do not use a hammer on the frames. The frames are designed to fit tight for stability.A rubber mallet is acceptable to use on the crossbars to assist with assembly.* Following the Manufacturer’s instructions
 |
| Other:* Inadequate training, consultation, planning and improvisation.
 | * Injury due to inexperience or failure to provide or use appropriate equipment
 | * Insufficient skills (competency) to complete the required task correctly.
* Inadequate consultation with relevant employees.
* Competent person not used for scaffold erection up to 4 metres in height.
* Certificated scaffolder not used to erect scaffold in excess of 4 metres in height or where complex configurations are involved.
 |
| * Unstable scaffold due to lack of competency in erection.
 | * Injury due to scaffold collapse or partial collapse.
 | * Competent person not used for scaffold erection up to 4 metres in height.
* Certificated scaffolder not used to erect scaffold where the working platform exceeds 4 metres in height or if the scaffold has cantilevers or outriggers.
* Foundation or ground not suitable for mobile scaffold.
* Different scaffold systems mixed together. (mix and match problems)
 |
| * Overload of scaffold components.
 | * Collapse causing fall from height.
 | * Wrong type of scaffold used for the job.
* Scaffold components overloaded beyond design limits.
* Different scaffold systems mixed together. (mix and match problems).
 |
| * Unstable or incorrect erection of scaffold.
 | * Injury due to scaffold collapse or partial collapse.
 | * Competent person not used for scaffold erection up to 4 metres in height.
* Certificated scaffolder not used to erect scaffold where the working platform exceeds 4 metres in height or if the scaffold has cantilevers or outriggers.
* Foundation or ground not suitable for mobile scaffold.
* Different scaffold systems mixed together. (mix and match problems)
 |
| * Scaffold erected too close to power lines or completed scaffold is moved too close to power lines during use.
 | * Electric shock or electrocution.
 | * Earth Leakage Switch not installed on mains supply or portable generator.
* Working on or moving mobile scaffold too close to live power lines.
* Scaffold components or material handled are greater than 4 metres in length.
* Scaffold component or material contacts power lines. Insulation (tiger tails) not in place on power lines or wetconditions makes themineffective.
* Strong wind causes power lines to swing closer to work area.
 |
| * Unsupported frames being erected at ground level.
 | * Frames fall over striking person erecting scaffold or other person close to the work area.
 | * Bracing or team member not used to support first frames.
* Foundation not level or unsuitable for mobile scaffold.
* Castor wheels not adjusted correctly or not locked.
 |
| * Incorrectly assembled first frames causing unstable scaffold base.
 | * Fall from completed scaffold or fall from scaffold during erection.
 | * Insufficient skills (competency) to complete the required task.
* Instructions are not provided or are not clear – print is too small and/or photocopy cannot be read.
* Scaffold poorly maintained – colour coding referred to in instructions is not visible on components.
* Base frame assembled upside down – castor wheels will not fit correctly.
 |
| * Climbing lightweight scaffold base frames during erection.
 | * Scaffold tips over causing fall.
 | * Climbing up the outside of the frame causing scaffold to tip sideways.
* Only one person used in frame erection.
* Foundation not level or unsuitable for mobile scaffold.
 |
| * Base frames not adequately braced or supported.
 | * Instability/ collapse of base frames causing fall.
 | * Scaffold distorts out of square due to plan bracing being left out.
* Insufficient diagonal bracing or bracing fixed incorrectly.
* Castor wheels not locked to prevent movement or lock/s broken.
* Foundation not level or unsuitable for mobile scaffold.
* Castor wheels not adjusted correctly when levelling the base frames.
 |
| * Scaffold used without following manufacturer’s instructions (e.g. indoor or outdoor specifications).
 | * Scaffold topples over causing a fall from height.
 | * General height of the light duty prefabricated aluminium mobile scaffold exceeds three times the minimum base dimension (ref AS/NZS4576). e.g. a scaffold with base dimensions of 2.4m x 1.8m the height to the working platform should be no more than 5.4m.
* For a scaffold with a narrow base width of less than 1.2m the height of the light duty prefabricated aluminium mobile scaffold exceeds twice the base width (ref AS4576). e.g. a scaffold with a base of 2.4m x 1.2m the height to the working platform should be no more than 2.4m.
 |
| * Erection of working platform
 | * Sprains, strains and fractures.
 | * Only one person used to lift platforms onto second level frames.
 |
| * Edge protection incomplete.
 | * Fall from the edge of the working platform.
 | * Handrail not positioned 900 – 1100mm above the working platform on all sides.
* No mid-rail or fender board installed to all sides.
 |
| * Unsecured tools and/or equipment lying on working platform.
 | * Struck by falling object.
 | * No fender boards fitted to the working platform.
* No exclusion zone around scaffold positioned in a public or work area.
* Area around base of scaffold not barricaded or bunted off.
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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**



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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |