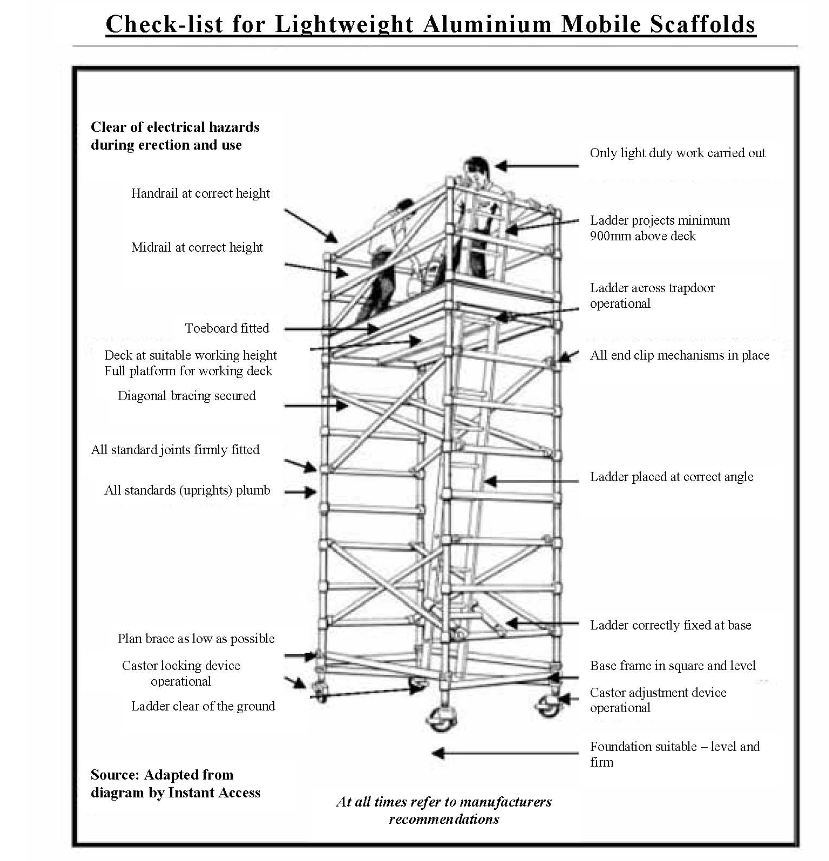
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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **075RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, 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. | | |
| **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 wet conditions makes them ineffective. * 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:** |  |