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OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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SAFE WORK INSTRUCTION

Task Operation: USE OF MOBILE SCAFFOLD			Form SW 009 Rev A
<p>Special Comments: This procedure is to be used with any operating manuals or training relevant to the tasks. Platforms or scaffolds should be used for heavy or lengthy work. Scaffolding that could allow a person or object to fall > 4 meters may only be erected or dismantled by a person in possession of a HRW license as issued by Work Safe WA</p>			
ACTIVITY	HAZARDS	HOW TO DO IT	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Preparation	Electrocution Falling Falling Tools Strains Abrasions	<ul style="list-style-type: none"> · Check for overhead electrical hazards · Check for obvious hazards overhead tree branches, etc. · Scaffold only to be erected on level or near level site · Ensure area under scaffold is clear and clean · Only erect scaffold on a firm surface 	
Erection	Falling Falling Tools Strains Abrasions	<ul style="list-style-type: none"> · Minimum of 4 castors must be provided under the standards (uprights) · Every standard not fitted with a castor must be strutted · Working load on castors must not be exceeded · The maximum height of the scaffold must not exceed 3 times the minimum width · All planks must be secured to the scaffold · Ensure toe boards are fitted · No person shall remain on mobile scaffolding while it is being moved · Only one working platform per scaffold · When erecting scaffold ensure each joint is locked into place · Only use scaffold in accordance with manufacturer's instructions · All wheel locks must be engaged before entering scaffold · Never climb on the outside of the scaffold · Two people should always be in attendance when scaffolds are in use · Clear area must be maintained around the scaffold using cones, bunting mesh etc. · Incomplete and/or unattended scaffold must have appropriate controls to protect against unauthorised access · Never drop tools, equipment or materials from the scaffold · Safety helmets must be worn when working around or ascending and descending scaffold · Materials and tools should be raised and lowered by rope 	