

## Scaffolds - Summary of Safety Requirements



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

*(OPTIONAL: The scaffold hire period and payment for such will commence for the completed scaffold on inspection and sign off by the site management representative)*

#### **Before erection of a scaffold, site management must ensure:**

- A Safety Plan including emergency procedures is developed and communicated effectively to staff on site

#### **The Safety Plan should be monitored 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 OSH 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

#### **AND**

- All hazards have been identified and adequately controlled especially those related to falls from heights and protection of workers and public from falling objects

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

- The scaffold is suitable for the job and fit for it's intended purpose
- An information tag (e.g. Scafftag or Aculog system) 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 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, mid rails and toe boards. Containment screening is to be provided when requested by Site Management

**Managers and Site Supervisors should ensure that all scaffolds supplied and used on their projects comply with:**

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

**Employers and Workers should ensure that all work practices comply with:**

Health & Safety in Employment Act 1992  
Health & Safety in Employment Regulations 1995

For more information refer to:

[www.osh.dol.govt.nz](http://www.osh.dol.govt.nz)

[www.standards.co.nz](http://www.standards.co.nz)

Site Safe New Zealand Inc  
PO Box 9445, Wellington  
Tel: (04) 499 2509 Fax: (04) 499 2508  
email: [comments@sitesafe.org.nz](mailto:comments@sitesafe.org.nz)

[www.sitesafe.org.nz](http://www.sitesafe.org.nz)