

LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
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HAZARDS PRESENT	PERSONAL PROTECTION EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> Pinch points Falling equipment Toe & foot crush hazards Falls Rope abrasions Muscle strain 	<ul style="list-style-type: none"> Safety Glasses Grade 1 Safety footwear Hard hats Harness Retractable 6ft. lanyard Scaffolding anchor. Gloves Rope 	<ul style="list-style-type: none"> Equipment orientation Scaffolding Erection training Fall Protection Training

SAFE WORK PROCEDURE

INSPECTION:

1. Don personal protective equipment – safety glasses, footwear, hard hat and gloves.
2. Gather all equipment in the area where it will be used.
3. Inspect all equipment to ensure that it is in good repair and suitable for the intended use. See checklist at the back of the SWP.
4. Ensure all pieces are present before assembling the scaffolding. The following pieces are required to erect 3 levels of scaffolding:
 - a) 4 wheels with locking levers
 - b) 6 scaffolding end frames
 - c) 6 cross braces
 - d) 6 pieces of decking
 - e) 4 guard rail posts
 - f) 4 long guard rails
 - g) 4 short guard rails
 - h) 16 locking pins



SCAFFOLDING ASSEMBLY:

1. If you will be using the scaffolding indoors: lay down the two bottom end frames in the area where the scaffolding will be used. Insert one wheel into each leg of the end frames (4). Pin the wheel in place by sliding the locking pins through the hole in the wheel and scaffolding leg. Lock the pins in place by bending the end of the pin down. Ensure the ground surface you will be using the scaffolding on can support the loads from the scaffold, workers and materials on it.

If using the scaffolding outdoors – Insert screw jacks into the bottom of the scaffolding end frame legs and pin in place. Insert the wheels onto the bottom of the screw jacks. Note: if you are using the scaffolding outside you **MUST** use screw jacks (used for levelling the scaffolding).



Locking Pins

Kick plate – wheel lock
Open – locked
Up - unlocked

2. Lock the wheels on one end frame of scaffolding and stand it up. Lift up the attached locking pins on the scaffolding and insert one leg of the “X-bracing”. Lower the pin to lock the bracing in place. Repeat with the other leg of the “X-bracing”. Allow the frame to lean slightly forward and rest on the ground while you install the 2nd set of “X-bracing”.



X-bracing locking pin – open



Closed



X-bracing attached to the first end frame

3. Lock the wheels on the second scaffolding end frame and stand it up. Connect the 2nd end frame to the "X-bracing" on the first end frame. Ensure all X-bracing pins are locked and in place.

Note: Install the cross bracing so that the ends of the bolts face outward. (prevents clothing from getting caught in the bolts)



4. Install the decking on top of the two end frames. Lifting the decking up and over the two end frames and hook the decking onto the top rail of the end frames. Install the remaining two deck pieces. Close the deck locking pins across the top rail of the scaffolding. The deck locking pins secure the deck to the end bracing.

Remember the working deck must **always** be fully decked. Staff are not allowed to work from a partially decked section.

Install the horizontal-diagonal brace. Secure each end of the brace to the end frames using a double tube clamp.



Scaffolding fully decked



Deck locking pins closed



Horizontal diagonal bracing

5. Inspect the safety harness and lanyard. Have one worker don their safety harness and attach the lanyard to the D-ring on the back. Ensure that that lanyard snap hooks are securely attached to the scaffolding snap hooks.



Front



Back



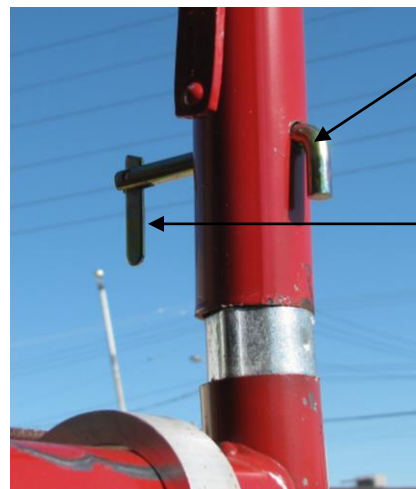
Retractable lanyard with scaffolding anchor

6. Have one worker climb the ladder on the scaffolding to the top of the decking. Attach the scaffolding snap hook to the corner where the top beam of the end frame meets the upright. **NEVER** connect your lanyard to the guardrail or X-bracing.

The second person is considered the helper. Have the 2nd person hand the two end frames up to the worker. Insert the 2nd level end frames over the top of the base end frames and pin in place.

7. Connect the 2nd level "X-Bracing" and pin in place. Install the 2nd level decking and pin in place.

Ensure 2nd and 3rd level end frames have the ladders all running on the same side

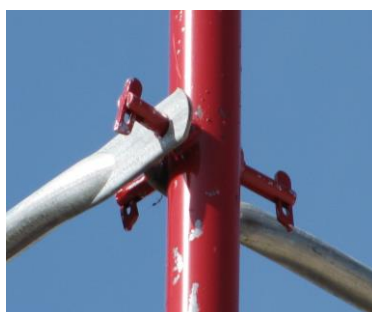


End frame pin – push the pin through the holes and lock the pin in place by pushing the end down.

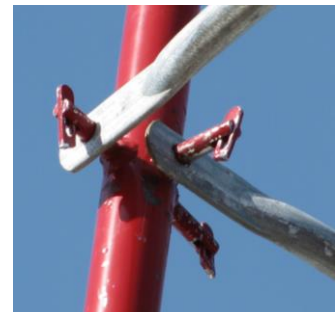
8. Repeat steps 6 and 7 to assemble the 3rd level. Use a rope system to pull the scaffolding pieces up to the working level. Remember each working level must be fully decked.
9. Install the horizontal diagonal brace just below the decking. Connect the brace using double locking clamps.
10. Disconnect your lanyard and climb to the 3rd level. Reconnect your lanyard. Install the four guard rail posts onto each leg of the end frames and pin in place. Ensure the posts are orientated the correct ways so that all the guardrails can be inserted onto the pins
11. Install the mid-rail and top-rails (four of each) and pin in place. Ensure all pins are locked and guardrails are installed on all open sides. Note: the guardrails have some give in them and will move if leaned on.



3rd level with guardrails



Guardrail pins



Guardrail pins

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- A tall, red and silver mobile scaffolding unit stands on a paved surface. A worker in a blue jacket and yellow safety harness is positioned on the top platform, reaching out. The scaffolding has multiple levels and is supported by wheels at the base. A yellow safety line is visible on the right side. The background shows a building with a large open bay door.

- [illegible]

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Regulations 217/2006,
 - Part 2, Section 2.1 Safe Work Procedures
 - Part 6, Section 6.1 PPE
 - Part 8, Musculoskeletal Injuries
 - Part 14, Sections 14.3 -14.5 Guardrail Systems
 - Part 14, Sections 14.6-14.12 Fall Protection Systems
 - Part 28, Sections 28.1 - 28.13,28.16, 28.20 Scaffolds
- Scaffolding Guideline
- Manufacturer's user instructions

EQUIPMENT INSPECTION CHECKLIST:

Prior to use you must inspect the equipment you plan to use to ensure that it is in good repair and suitable for the job planned. Please check the following items:

- ❑ **Casters:** All are same size and from same manufacturer. Wheels rotate well and the swivel below the stem is working. Braking mechanism works properly. Wheel tread has no damage.
- ❑ **Frames:** no cracks in the welded joints. No kinks or dents in the top or bottom bars. Legs plumb and square with the bars. Cross –bracing locking pins in good working order.
- ❑ **Cross-Braces and horizontal diagonal braces** – straight with no bent ends. Double locking clamp connection in good working order. No excessive rust.
- ❑ **Decking** – not misshapen or cracked. Locks are all working. All bolts and screws in place. No burns or broken ends. If upper surface has a non-skid coating, no rot or plywood separation is visible on underside.
- ❑ **Guardrails** – rails and posts are straight with no kinks, dents or rust. No cracks in welds; pins are all in working order and not broken or missing.
- ❑ **Locking Pins** – no rust or dents, broken or missing pieces. If pins are missing or broken, either replace or use #9 wire.
- ❑ **Screw Jacks** – no cracks in welds where screw jack is attached to the top of the caster. No thread damage. Adjusting nut has a tight fit.
- ❑ **Outrigger** – clamp is in good working order. Outrigger frame has no dents, cracks or rust in the weld joints or bars. Screw jack has no cracks in the welds and no thread damage.

Note: Damaged equipment should be tagged and marked as not fit for use. Inform your supervisor so that others do not use it.

