

# Safe work method statement example: working where there is a risk of fall > two metres

Using mobile scaffold to change light fittings inside a school multipurpose hall.

<p><b>1. Task description:</b> Changing light fittings inside a multipurpose hall using a light duty aluminium mobile scaffold. (Working platform of 3.5 m above floor level). The SWMS includes assembly of scaffold, undertaking the tasks, relocating scaffold and storage of assemble scaffold/disassembly of scaffold.</p>	
<p><b>Person responsible for ensuring compliance with this SWMS:</b> John Smith (demonstrated competency in mobile scaffold assembly)</p>	<p><b>Date:</b> 5 June 2018</p>
<p><b>Location of task:</b> Example State School – Multipurpose Hall</p>	<p><b>Equipment required:</b> Mobile scaffold, barricades, tote box to hold new/old bulbs, insect spray. <b>PPE required:</b> Leather gloves, safety glasses, enclosed non-slip footwear, hard hat.</p>
<p><b>Key risks (summary):</b> Fall from height including:</p> <ul style="list-style-type: none"> <li>insufficient height of scaffold; and</li> <li>falling objects.</li> </ul> <p>Collapse/instability of scaffold including</p> <ul style="list-style-type: none"> <li>inexperience or failure to assemble correctly;</li> <li>damage to/inadequate floor support; and</li> <li>safe work load exceeded.</li> </ul>	<p><b>Planning notes:</b></p> <ul style="list-style-type: none"> <li>Identify any overhead hazards, openings, objects and other hazards that will impact on the scaffold.</li> <li>All mobile scaffolding is to comply with AS.1576.3.</li> <li>A competent person must be used to supervise and/or erect, confirm scaffold is safe for use, dismantle and alter scaffold <u>up to four metres</u> in height.</li> <li>If the potential fall from the scaffold, including over the edge of a floor is <u>four metres or more</u> (measured from the feet, then a licensed scaffolder is required to erect, alter or dismantle scaffold.</li> <li>Workers must be trained, qualified or experienced to carry out the specified tasks. Maintain training records.</li> <li>Consult with relevant employees to identify hazards and manage risks.</li> <li>Inspect floor surface for suitability for mobile scaffold. Verify the multipurpose floor surface can support the weight of scaffold and will not be damaged by scaffold castors and load.</li> <li>Obtain, read, understand and strictly follow the mobile scaffold manufacturer's assembly instructions and safety requirements.</li> <li>Check the required work reach height and select the correct scaffold for the job.</li> <li>Identify the total working load required for the job. The competent person must verify the load is maintained within design limits. Refer to manufacturer instructions for information.</li> <li>Inspect all components prior to erecting the scaffold and, where required, replace damaged components.</li> <li>Scaffold supplier colour coding must remain clearly visible on components. Keep components well maintained.</li> <li>Never mix different scaffold systems together. Replace any damaged components with matched parts.</li> <li>Use sole boards according to scaffold manufactures instructions if required.</li> <li>Wear a hard hat if assisting on the ground and maintain constant awareness of overhead work.</li> <li>Consider the need to add outriggers to increase stability.</li> <li>Check castor wheel locks to ensure they work correctly.</li> <li>Assess travel path for safe movement of mobile scaffold. Identify and remove hazards</li> <li>Prevent unauthorised persons from accessing the area where scaffold is to be erected by barricading or establishing an exclusion zone. Barricade or tape off the area underneath overhead work and restrict access.</li> <li>Adhere to this SWMS.</li> </ul>



<ul style="list-style-type: none"> <li>Manual handling</li> <li>Unidentified/unexpected site specific hazards</li> </ul>		<ul style="list-style-type: none"> <li>Carry out as much preparation work on the ground as possible before accessing heights.</li> <li>Provide safe means of raising, lowering and storing tools, plant, materials and rubbish.</li> <li>Discuss site specific mandatory safe work practices with all workers undertaking the task.</li> <li>Identify additional hazards and implement safety controls where required.</li> </ul>		
Electric shock or electrocution <i>including</i> <ul style="list-style-type: none"> <li>electrical safety is not maintained;</li> <li>power is not isolated prior to work.</li> </ul>		<ul style="list-style-type: none"> <li>Two workers are to independently verify that power to light circuits has been turned off at switchboard.</li> <li>Select correct replacement light bulbs/tubes.</li> <li>Use insulated tools if light covers/protection need to be removed</li> <li>Do not assemble scaffold near overhead electrical hazards. Maintain an exclusion zone of at least five metres.</li> </ul>		
<b>Responsible person:</b> John Smith		<b>Residual risk level:</b> low to medium		
1. Procedure	2. What are the hazards or risks you have identified?	3. How will the hazards and risks be controlled?	4. Who is responsible for implementing and monitoring these controls?	5. What is the residual risk level?
a) erect base frames and bracing	<ul style="list-style-type: none"> <li>Failure to assemble according to manufacturer's instructions.</li> <li>Unsupported frames I – frames fall over striking person erecting scaffold or other person close to the work area.</li> <li>Sprains, strains, bruises, pinch/crush, fatigue from moving heavy/awkward objects.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly must occur under guidance of competent person.</li> <li>Barricade work area to prevent unauthorised access.</li> <li>Make sure manufacturer assembly instructions are provided and are easy to read (e.g. print large enough, clear photocopy).</li> <li>Provide a suitable number of staff to lift and assemble scaffold safely.</li> <li>Use bracing or team member/s to support first frames.</li> <li>Lay parts out and identify components to minimise double handling.</li> <li>Use mechanical aid (e.g. trolley or pallet jack to move scaffold components).</li> </ul>	John Smith	Medium
	<ul style="list-style-type: none"> <li>Incorrectly assembled first frames causing unstable scaffold base.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure colour coding referred to in instructions are clearly visible on all components.</li> <li>Do not assemble the base frame upside down as castor wheels will not fit correctly.</li> <li>Adjust castor wheels correctly to level the base frames.</li> <li>Two workers to cross-check castor wheels are adjusted correctly and in the locked position.</li> </ul>	John Smith	Medium
b) erect second level frames and bracing	<ul style="list-style-type: none"> <li>Fall from scaffold during erection.</li> <li>Climbing lightweight scaffold base frames during erection.</li> <li>Scaffold tips over causing fall.</li> </ul>	<ul style="list-style-type: none"> <li>Never climb up the outside of the frame as this will cause scaffold to tip sideways.</li> <li>Use a suitable number of workers to complete assembly safely.</li> <li>Make sure the foundation is level and suitable for mobile scaffold.</li> </ul>	John Smith	Medium
	<ul style="list-style-type: none"> <li>Base frames not sufficiently braced or supported.</li> <li>Instability/collapse of base frames causing fall.</li> </ul>	<ul style="list-style-type: none"> <li>Follow assembly instructions to make sure no bracing is left out, fixed incorrectly or incorrectly positioned. This will avoid scaffold distorting out of square due to lack of diagonal bracing.</li> <li>Check castor wheels are locked to prevent movement.</li> </ul>	John Smith	Medium



c) erect work platform, edge protection, ladder and toe boards	<ul style="list-style-type: none"> <li>Climbing on lightweight scaffold base frames.</li> <li>Scaffold moves suddenly or tips over causing fall.</li> </ul>	<ul style="list-style-type: none"> <li>Incorporate plan bracing at the base of mobile scaffolds to provide greater stability.</li> <li>Never climb the external walls of the scaffold – this may cause it to tip.</li> <li>Use more than one person for frame erection to eliminate the need to climb up and down the frame.</li> <li>Castor wheels must be locked to prevent movement while the edge protection is installed.</li> <li>Use a second worker to stabilise scaffold.</li> <li>Make sure there is enough staff available to help with lifting materials to higher levels.</li> </ul>	John Smith and team member	Medium
	<ul style="list-style-type: none"> <li>Uneven or split decks installed onto second frames.</li> <li>Step/trip on split deck or step backward off higher deck during assembly causing fall from height.</li> </ul>	<ul style="list-style-type: none"> <li>Check and confirm that all components of the deck platforms are installed and set at the same height to ensure the entire work platform is level and there are no gaps or missing pieces.</li> </ul>	John Smith	Low
	<ul style="list-style-type: none"> <li>Edge protection incomplete.</li> <li>Fall from unprotected working platform.</li> </ul>	<ul style="list-style-type: none"> <li>Follow manufacturer's instructions for handrail assembly (position 900-1100mm above the working platform on all sides. Install mid rail and toe board on all sides).</li> <li>Castor wheels must be locked to prevent movement whilst edge protection is installed.</li> </ul>	John Smith	Medium
	<ul style="list-style-type: none"> <li>Ladder access hatch not closed or trapdoor missing resulting in a fall through ladder access hatch.</li> <li>Incorrect access to working platform (e.g. climbing up or down the outside of the scaffold, no ladder access) causing falls whilst accessing work platform.</li> </ul>	<ul style="list-style-type: none"> <li>Close hatch when working on deck</li> <li>Install the ladder inside the scaffold frame according to manufacturer's instructions.</li> <li>Secure the ladder at the top and the bottom.</li> <li>Make sure the ladder accesses the work platform through a trapdoor.</li> <li>Do not hang the ladder vertically off the handrail or ledger on the external or internal face of the scaffold.</li> </ul>	John Smith	Medium
	<ul style="list-style-type: none"> <li>Sprains, strains, pinch/crush or fractures.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure there is enough staff available to safely lift platforms onto second level frames.</li> </ul>	John Smith	Medium
d) complete scaffold erection	<ul style="list-style-type: none"> <li>Scaffold erected without following manufacturer's specifications.</li> <li>Scaffold incomplete.</li> <li>Scaffold topples over causing a fall from height.</li> <li>Unauthorised removal of or interference with scaffold components.</li> </ul>	<ul style="list-style-type: none"> <li>The height of the scaffold work platform does not exceed the height to base width ratio defined in AS4576.</li> <li><i>The general height of light duty aluminium mobile scaffold must not exceed three times the minimum base dimension e.g. base dimensions of 2.4 m x 1.8 m the height to the working platform should be no more than 5.4m.</i></li> <li><i>For a scaffold with a narrow base width of less than 1.2 m, the height of the light duty mobile scaffold must not exceed twice the base width e.g. a scaffold with a base of 2.4 m x 1.2 m, the height to the working platform should be no more than 2.4m.</i></li> <li>Scaffold must be inspected by competent person prior to use.</li> </ul>	John Smith	Low


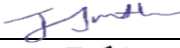
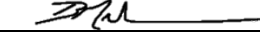

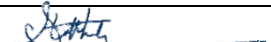


		<ul style="list-style-type: none"> <li>• Make sure an isolation process is available for incomplete scaffolds, e.g. danger tag or warning signs ready to be put in place.</li> <li>• Immediately report any incident/near miss which either did or could have caused serious injury.</li> </ul>		
e) use scaffold	<ul style="list-style-type: none"> <li>• Unauthorised removal of or interference with scaffold components.</li> <li>• Scaffold incomplete.</li> <li>• Step backward off work platform, split deck platform uneven or not level or over reach outside work platform causing fall from height.</li> <li>• Scaffold struck by mobile plant or equipment or by students using hall causing injury due to scaffold collapse</li> <li>• High risk work or unauthorised work completed outside of scope of SWMS</li> </ul>	<ul style="list-style-type: none"> <li>• Competent person must inspect scaffold prior to use. Record pre-start inspection on <a href="#">Mobile Scaffold Pre-start Checklist</a>.</li> <li>• Tag out the scaffold if it is unsafe for use.</li> <li>• Check scaffold regularly to ensure it always remains level and plumb.</li> <li>• All other plant and equipment is to remain outside an established exclusion zone.</li> <li>• Protect the base of scaffold from impact or interference e.g. balls/students.</li> <li>• Manage the exclusion zone and support worker on scaffold by using a 'spotter'.</li> <li>• Only work approved in this SWMS may be undertaken on the scaffold.</li> </ul>	John Smith	Medium
f) change light bulb/light fittings	<ul style="list-style-type: none"> <li>• Working below overhead work</li> <li>• Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>• Only authorised workers are to enter the barricaded or taped off area while overhead work is being carried out.</li> <li>• Wear enclosed non-slip footwear, hard hats and maintain constant awareness of overhead work when working inside the in the barricaded area.</li> <li>• Keep work platform and ground level work area clear of obstructions.</li> <li>• Make sure appropriate equipment is used to raise and lower objects, including making sure that load limits are not exceeded.</li> <li>• Never climb on guard rails, use a ladder on the work platform or use other objects to increase your reach height on the work platform.</li> </ul>	Worker using scaffold and changing bulbs	Low
	<ul style="list-style-type: none"> <li>• Hit by falling objects</li> </ul>	<ul style="list-style-type: none"> <li>• Time work for periods when student/teacher foot traffic is absent.</li> <li>• Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</li> <li>• Toe boards must be fitted to the working platform.</li> <li>• An exclusion zone must be established around scaffold (e.g. barricade or bunting) to protect workers below.</li> </ul>	Workers on the ground	Medium
	<ul style="list-style-type: none"> <li>• Electric shock burns or electrocution.</li> <li>• Manual handling – working above the head</li> <li>• Cuts from broken glass</li> <li>• Insect bites and stings</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect the work area for electrical and overhead hazards.</li> <li>• Visually inspect fittings for insects and other hazards before touching.</li> <li>• Make sure the work platform is set at correct height to reach job. Keep your body inside the work platform at all times.</li> <li>• Do not overstretch to reach the lights. You must relocate scaffold.</li> <li>• Keep the working platform free of rubbish, tools and equipment.</li> </ul>	Worker using scaffold and changing bulbs	Low



	<ul style="list-style-type: none"> <li>Dust and debris in eyes</li> </ul>	<ul style="list-style-type: none"> <li>Use insect spray to control spiders/wasps when required.</li> <li>Wear safety glasses to protect eyes from falling debris.</li> </ul>		
g) move scaffold to a new location.	<ul style="list-style-type: none"> <li>Scaffold topples over.</li> <li>Objects falling from work platform</li> </ul>	<ul style="list-style-type: none"> <li>Inspect travel path for hazards. Control hazards before moving scaffold.</li> <li>Follow planned travel path – maintain prescribed distance from overhead hazards and avoid openings, penetrations or unprotected edges. Make sure scaffold component do not strike overhead fixtures.</li> <li>Time work for when student/teacher/visitor foot traffic is absent.</li> <li>Never move scaffold with persons on it. All workers must descend from scaffold before repositioning.</li> <li>Never grasp overhead objects or walls to pull scaffold along.</li> <li>Never locate scaffold too close to an exposed edge (e.g. stage) or protruding feature or position scaffold on pit doors, trapdoors or floor access panels.</li> <li>Lower and secure outriggers/stabilisers where fitted and lock castors before accessing the scaffold.</li> </ul>	John Smith	Low
h) clean up site	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>Turn light circuits back on at switchboard.</li> <li>Clean and maintain scaffold components to reduce force required when assembling/disassembling. Inspect and replace damaged components to minimise the risk of equipment failure. Record all maintenance in the <a href="#">scaffold maintenance register</a>.</li> <li>Recycle old light bulbs/tubes according to DoE's <a href="#">Disposal of Energy Efficient Lighting Tubes and Bulbs</a></li> </ul>		
i) secure scaffold	<ul style="list-style-type: none"> <li>Scaffold left unattended and unsecured.</li> <li>Scaffold accessed by inexperienced person</li> <li>Scaffold falls onto person or object.</li> <li>Scaffold accessed or interfered with by unauthorised persons</li> </ul>	<ul style="list-style-type: none"> <li>Avoid leaving scaffold unattended in work area. Barricade access if required.</li> <li>Store scaffold securely when assembled to prevent unauthorised access (e.g. a designated storage area secured from unauthorised access).</li> <li>Lock castor wheels.</li> </ul>	Principal	Low
j) dismantle and/or alter scaffold	<ul style="list-style-type: none"> <li>Fall from scaffold.</li> <li>Scaffold incomplete or partly dismantled</li> <li>Unauthorised removal of or interference with scaffold components.</li> <li>Manual handling injuries – heavy/awkward objects, fatigue</li> </ul>	<ul style="list-style-type: none"> <li>An unlicensed person must not alter scaffolding without authority from a licensed, competent person</li> <li>Make sure there is an isolation system for incomplete scaffold (e.g. danger tag or warning signs).</li> <li>Always make sure there are sufficient workers to complete task safely.</li> <li>Never access incomplete or defective scaffolds.</li> </ul>	John Smith	Low



	<ul style="list-style-type: none"> <li>Unstable or incorrect dismantling of scaffold.</li> <li>Inappropriate alterations to scaffold.</li> <li>Injury due to scaffold collapse.</li> <li>Falling object.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure workers have sufficient experience or skills and knowledge to complete the required task.</li> <li>Make sure instructions provided can be easily read and accurately followed.</li> <li>Never drop scaffold components from height during dismantling.</li> <li>Wear a hard hat when dismantling scaffold. Wear close fitting leather gloves that do not restrict movements if required.</li> </ul>	John Smith	Low
<b>Prepared by:</b> John Smith	<b>Review date:</b> 5/05/2018	<b>Designation:</b> Health and Safety Advisor/Schools Officer	<b>Signature:</b>	
<b>This SWMS has been developed in consultation with and has been read, understood and signed by all workers undertaking the tasks described:</b>				
<b>Print names</b>	<b>Signatures</b>		<b>Dates</b>	
John Smith			10/06/18	
Bruce Melman			10/06/18	
Jack Rhodes			11/06/18	
<b>Approved by:</b> Sarah Tallbridge	<b>Signature:</b> 	<b>Position:</b> Principal, Example State High School	<b>Date:</b> 11/06/18	

## Required resources:

[Mobile scaffold manufacturer's instructions](#)

[Mobile scaffold pre-start inspection checklist](#)

[Scaffold maintenance register](#)

## References:

[Managing the risk of falls at a workplace Code of Practice 2018](#)

[Scaffolding Code of Practice 2009 Mobile Scaffold \(s6.1, 6.2 and 7.1.3\).](#)

[AS4576 AS/NZS 4576-1995 Guidelines for scaffolding.](#)

[AS/NZS1576: Part 1: Scaffolding – General Requirements.](#)



## Mobile scaffold pre-start checklist – **INDOOR USE.**

Use this checklist to control the planning, erection, alteration and dismantling of a scaffold to ensure the important safety features and procedures are in place. *Modify the checklist to include local site conditions and scaffold manufacturer recommendations where required.* Tick **yes** or **no** against each item. 'Yes' indicates compliance with regulatory or code of practice requirements. 'No' answers will need to be addressed to ensure that you comply with requirements.

	Yes	No	Comment
<b>Prior to erection</b>			
Are manufacturer's or supplier's instructions available? Required under s7.1.3 Scaffold COP 2009	<b>X</b>		Copy of light duty aluminium scaffold model LDSM001 available.
Is the fall height <b>less</b> than four metres? If the answer is NO, (i.e. fall height of or more) certificated scaffolders are required. WHS Regulation 2011 s225(1)	<b>X</b>		Working platform height 3.5 m
Are competent people available to erect, alter or dismantle scaffold?	<b>X</b>		John Smith. Training records on file.
Has adequate training been provided for workers for erecting scaffolds under 4m? Required under s2.2 Scaffold COP 2009	<b>X</b>		John Smith trained Bruce Melman and Jack Rhodes. John will supervise assembly. Training records on file.
Is the supporting floor surface hard and flat?	<b>X</b>		
Are there sufficient staff to complete the job safely?	<b>X</b>		3 staff. John Smith will supervise
Where site specific risks are identified, have controls been put in place: <ul style="list-style-type: none"> <li>• adequacy of supporting surface?</li> <li>• travel path for mobile scaffold?</li> <li>• distances to overhead electrical hazards?</li> <li>• proximity to openings, edges or protrusions?</li> <li>• protection from moving plant, objects, tampering, unauthorised access?</li> <li>• protection of staff, students and visitors?</li> <li>• electrical safety</li> </ul>	<b>X</b>		Inspection of work area undertaken during SWMS development. Inspection on day prior to erection of scaffold to check no additional hazards present.
Have safe work method statements that incorporate fall prevention for the people erecting, altering and dismantling of the scaffold been prepared, read and understood by workers?	<b>X</b>		SWMS statement read, signed and understood by all workers. Workers familiar with scaffold assembly instructions and procedure
<b>During erection</b>			
Is incomplete scaffolding access blocked with a physical barrier as well as signage?	<b>X</b>		Hall has been closed off for the day to eliminate pedestrian traffic
Are scaffolds erected a safe distance away from unprotected edges e.g. stages or stairwells or protruding structures?	<b>X</b>		
Are sufficient staff available to complete work safely?	<b>X</b>		3 staff
<b>On completion</b>			
Scaffold assembly complies with manufacturer's instructions. Provisions for recorded inspections of scaffold are used prior to work starting, before use of the scaffold is resumed after an incident occurs and after repairs; and at least every 30 days (on advice from supplier) to verify it is safe to access and use. Any unauthorised improvisations to the scaffold have been eliminated. Scaffold must be tagged out until repairs are made- WHS Regulation 225(5).	<b>X</b>		Inspected and verified ready to go by John Smith
Are the castor wheel locks in working order? They should be locked at all times, except during movement of the scaffold.	<b>X</b>		
Is the tower level, plumb and stable? slope of the surface should not exceed 5 degrees (s7.1.3 Scaffold COP 2009).	<b>X</b>		
Sole boards properly distribute the load if used to protect the floor surface?	<b>X</b>		Not required
Have all braces been installed according to instructions?	<b>X</b>		
Is ladder access available to every platform level? Is ladder supplied and fitted internally? All mobile scaffold over 2m must have ladder fitted. (AS1576).	<b>X</b>		
Are toe boards fitted to all working decks and all access/egress decks? Edge protection is required on open sides & ends of platforms over 2m. AS1576	<b>X</b>		
Are work platforms entire, and in good, clean condition (eg split, cracked or gaps) AS1576 (split decks are illegal); s5.7 Scaffold COP 2009. Any platform missing should be barricaded and rectified. WHS Regulation 225	<b>X</b>		
Are mid rails and guardrails installed to all platform levels? All scaffolds should have these rails regardless of height.	<b>X</b>		
Are signs for duties placed on platforms? ("Light duty 225 kg"). This allows workers to instantly recognise how much weight can be safely supported by each bay (AS 1576), s5.3.2 Scaffold COP 2009	<b>X</b>		
If the scaffold is unattended or stored (but not disassembled), are appropriate safety measures to prevent unauthorised access observed?	<b>X</b>		Hall doors to be locked when scaffold unattended. Store padlocked in hall cage area when job completed.

