

# STANDARD OPERATING PROCEDURE

## SCAFFOLD – ALUMINIUM MOBILE



**ONLY TRAINED PERSONNEL  
AUTHORISED TO OPERATE THIS EQUIPMENT**

### Identified Hazards

- Falls to Lower Levels
- Working Near Electrical Services
- Sprains and Strains
- Objects Falling from Scaffold
- Scaffold Collapse | Tipping Over
- Other Mobile Plant & Traffic

### Personal Protective Equipment Requirements to Operate



Other | Additional PPE Requirements:

### Operating Instructions

#### Pre-Operational Safety Checks

- Choose the correct scaffold / working platform for the task. Would an MEWP be more appropriate?
- Check for any signs of damage or faulty components including frames, platforms, bracing, handrails, trapdoor, ladder and caster wheels. **Do Not Use Damaged Equipment**
- All components must be for the same model of scaffold. Do not mix or interchange complements.
- Erection and modification only to be undertaken by a competent person. A high risk work licence is required if a person or thing may fall more than 4.0m from the scaffold.
- Always check for overhead power lines prior to starting. **Look Up and Live**
- Do not work in No Go Zones of electrical power lines unless de-energised / isolated.
- Use only on hard, level surfaces. Adjust caster leg height to suit any irregularities. Where ground condition requires, use suitable material for sole plate to provide a firm foundation and for spreading the load.
- Ensure the scaffold has been regularly serviced and maintained.

#### Operational Safety Checks

- **NEVER** operate a faulty piece of equipment. Report any faults, problems or hazards **IMMEDIATELY**.
- Ensure required PPE available and worn.
- Maintain scaffold stability – use outriggers, base counterweights, tying or guying to a supporting structure.
- When working in close proximity to any edge, penetration or other step-down, ensure a fixed fence, rail or suitably high upturn is in place (too low could create a tipping risk) to prevent scaffold from over-turning.
- Ensure a full width working platform is used and hand rails and kickboards are in place to prevent fall risk.
- Caster wheels are to be locked when scaffold is in use and is not to be moved whilst persons are aloft.
- Take necessary precautions against collision of persons or vehicles, for the potential of objects falling from the working platform (exclusion zones) and also for environmental factors such as strong winds.
- Keep scaffold loads to a minimum (including tools and other equipment) and remove all equipment when the scaffold is not in use. Do not exceed the scaffold's safe working load.
- Always climb a tower on the inside, using the ladder rungs within the frame, and gain access to the platform through the trap door platform. Never climb on the outside of a tower.
- Visually inspect the scaffold daily before each use. Hand-over certificates required where scaffold 4.0m or greater in height when first put into service, every 30 days thereafter and when severe weather event or ground conditions may have affected stability.

**REFER TO THE MANUFACTURER'S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS**