

STANDARD OPERATING PROCEDURE - SCAFFOLDING



1. Purpose:

This Standard Operating Procedure (SOP) sets out the mandatory health and safety standards to be applied on all Perkins project sites to control risks associated with scaffolding. This document does not replace any State specific Regulatory requirements, Codes of Practice or Australian Standards and used in conjunction with Perkins Builders documents Working at Heights Safety Practice (90.02.02) and Hammertech Scaffolding Register Portal.

2. Definitions:

Qualified Competent Person / Engineer	An individual who has the knowledge, skills, and qualifications to design, erect, alter, dismantle and inspect scaffolding safely in accordance with the <i>Work Health and Safety Act (WHS) 2020</i> and <i>Work Health and Safety (WHS) Regulations 2022</i> . In the event there's potential to fall 4m or more, the individual must hold a relevant Scaffold High-Risk License (See APPENDIX A)
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3. Mandatory Requirements:

Scaffold Design

A documented design, by a qualified Competent Person / Engineer, in accordance with manufacturer's instructions is to be undertaken for any of the following scaffold types to be installed on a Perkins project site:

1. Scaffolding > 20m in height	6. Loading Platforms built from scaffolding components were intended to support loads above the duty rating load for the scaffold.
2. Suspended Scaffolds	7. Scaffold designed as an overhead protection for public / workers safety (i.e. 10kpa rated or above).
3. Perimeter Catch Scaffold or Fan Scaffold	8. Cantilever Scaffold
4. Hung Scaffold	9. Any non-standard scaffold assembly significantly outside the configuration specified by the manufacturer is to be designed by a Competent Person/Engineer. These include but are not limited to, Tower Access Scaffolding 4m and above.
5. Spur Scaffold	10. Or as otherwise requested by Perkins

As part of the scaffold design process to determine its safe use, a Product Verification and Assessment Report must be provided by a qualified Competent Person / Engineer prior to its use (Refer to Appendix B for an example of this type of report). Once received, this report is to be saved within the Hammertech Scaffold Register, via the Scaffold Access Register How To, located within page 6 of this procedure.

Ongoing Register requirements:

Once initially uploaded, when saving additional Product Verification and Assessment Reports, please return to the original Scaffold Register to streamline document accessibility by avoiding duplication.

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Scaffold Plan Requirements

A Scaffold Plan is to be completed by a qualified person when erecting, using, maintaining, altering and dismantling the scaffold with a working deck above 4m, kept on site for future reference and include the following:

- Competent personnel who developed it and signed off on it
- The maximum duty ratings of the working platforms and access platforms in accordance with AS/NZS 1576.1 (e.g. Light Duty; Medium Duty; Heavy Duty; Special Duty)
- Basis of design
- Detailed risk assessment
- Information transfer (how it will be communicated to other contractors)
- A safe system of work
- Foundations (including ground conditions, slope and loadings)
- Supporting structure
- Access, egress, edge protection, tying and bracing

Additional Scaffold Types requiring a Scaffold Plan

The following types of scaffolds, requiring a Scaffold Plan include:

- Suspended scaffold
- Perimeter catch scaffold or fan scaffold
- Hung scaffold
- Spur scaffold
- Loading platforms (see SOP 900.1)
- Overhead protection (where protection for public/workers is required)
- Cantilever Scaffold
- Non-standard scaffold assembly outside configuration specified by manufacturer (design required by Engineer)
- Or as requested by Perkins

When a Scaffold Plan is not required

A Scaffold Plan is not required when fixed or mobile scaffolding is working decks below 4m.

Safe Work Method Statements (SWMS)

A Safe Work Method Statement (SWMS) follows a methodological (step by step) approach of scaffold erection, modification, dismantling and identifies all hazards and controls implemented to mitigate the hazards during the activity. (SWMS) are to be undertaken at the project site before erecting, modifying and dismantling scaffolding.

All determined activities will have a (SWMS) developed, uploaded to Perkins Hammertech project portal, reviewed and accepted by the Site Manager, reviewed, and signed onto by each relevant worker prior to the commencement of work.

The Perkins [Safety Procedure 90.01.10 \(SWMS\)](#) describes the responsibilities, actions, methodologies and support necessary to ensure that (SWMS) are effectively conducted.

Installation

Scaffold and temporary handrails and edge protection systems are not to be erected, altered or dismantled without prior authorisation and approval from the contracted competent scaffold installer and must only be undertaken by persons holding the appropriate class of licence for the specific type of scaffold they are working on.

For licensing purposes scaffolding work is defined with a 4m threshold. In some instances, this means a high-risk work licence may not be required to erect a scaffold as it is less than 4m high. However, a (SWMS) must still be conducted. Additionally, a licence is not required if the person is working under the direct supervision of a person who is licenced to carry out the specific class of scaffolding and is enrolled in an accredited course of training towards certification. However, any person carrying out scaffolding work should be competent and must be provided with relevant information, instruction,

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training and supervision for erecting, dismantling, maintaining and altering the scaffold safely.

Drilled-in anchors, such as friction or chemical anchors, may only be used where it is not practical to use other methods to tie the scaffold to the structure. Where a Scaffold is tied to a structure/structural element by means of friction or chemical anchors the suitability of the supporting structure must be determined by a qualified Engineer with the connections designed with a safety factor of 3 in accordance with AS/NZS 4576.

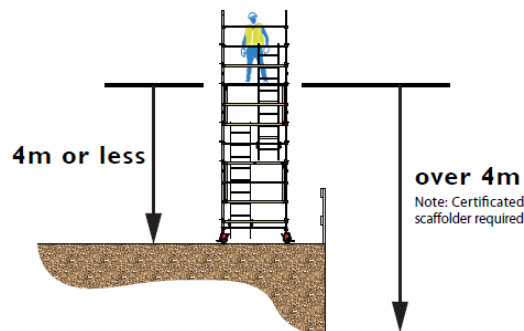
Where there is any risk of the ties pulling out due to tensile loads, such mechanical connections must be proof tested on installation in accordance with the qualified Engineer's requirements.

Guard rails, mid-rails, and toe boards must be installed on all open sides of platforms from which people or materials may fall. Where there is a risk of materials falling from the scaffold, means of preventing materials falling must be provided, e.g. chain-link mesh and shade cloth.

The mixing of components from different proprietary systems is not permitted.

Scaffold Handover Checklist / Scaffold Tag Verification

A Scaffold Handover Checklist is required for scaffolding work where the working deck is greater than 4m in height and risk of a person falling greater than 4m (as shown in the diagram below).



A Handover Checklist is to be obtained from a licensed Scaffolder holding the qualification to erect the type of scaffold C being used. As the Scaffold Handover Checklist is provided by a licensed Scaffolder who is competent in conducting scaffolding activities, when signed complete by identified parties, the Scaffold Handover Checklist is to be viewed as written verification, it's suitable for its intended use.

To enable safe access, scaffolding must not be used unless the appropriate scaffolding tags are in place at each access point.

Modified Scaffold Design Handover Checklist Requirements

In the event there are modifications to the type of scaffold used, work is to stop, and a new Scaffold Handover Checklist and Scaffold Tag are required to ensure it coincides with the scope of works. Note: All alterations are to be undertaken by a competent Scaffolder.

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Handover Checklist and Scaffold Tag Receival Management

Once the Handover Checklist and Scaffold Tag has been completed by a licensed Scaffolder, photographic evidence is to be obtained by the Perkins Site Manager. Upon receipt it's then uploaded by the engaged contractor within the designated Hammertech Online Portal Scaffolding Register to ensure effective record management by applying the following process.

Hammertech Scaffold Register Access - How To:

1. Within the Hammertech Homepage proceed to the **Company Overview Tab**.
2. Select the applicable current **Project Region** E.g. South West then select your specific project.
3. Select **Registers**.
4. Select **Create New**.
5. Within the dropdown menu select **Type** E.g. Scaffold.
6. Document **Title**.
7. Document **Description**.
8. Upload your **Scaffold Checklist**.
9. Upload your **Scaffold Tag Photos**.
10. Document your **Next Inspection Due Date**.
11. Select **Create** when required information has been inputted. Note: If not, all required information has been received, then **Save as a Draft**. Once complete, select **Create**.

Ongoing Register requirements

Once initially uploaded, when saving additional Handover Checklists and Scaffold Tags, please return to the original Scaffold Register to streamline document accessibility by avoiding duplication.

Additionally, for prompt reference, the completed Scaffold Handover Checklist is to be held on-site and be accessible when required.

Inspection Frequency

An inspection, at maximum 30-day intervals, is to be completed by a qualified Engineer or Scaffolder for all scaffolding (and any supporting structure) for which a Handover Checklist has been issued. In addition to inspections carried out at 30-day intervals, inspections are to be undertaken following any damage to the scaffold or damage/alteration to any structure supporting the scaffold.

Note: Scaffolding and any supporting structure are to be inspected following any major storm event where there is a potential for the scaffold or supporting structure/foundation to be affected.

All other scaffolds are to be inspected as part of the daily monitoring of the worksite and weekly safety inspections. No part of a scaffold, including any ties, rakers or fixings securing the scaffold to a structure or part thereof are to be altered or otherwise modified unless authorised by Perkins and the contracted scaffold installer.

Climbing up the outside of scaffolds is not permitted.

Dismantling

Scaffolding shall be dismantled in the opposite sequence to erection, handover certificates and documented inspections are to continue until the scaffold has been fully dismantled.

Emergency Management

In the event of emergency, all Scaffolders and other workers will refer to the designated Emergency Response Plan on-site and emergency contacts displayed within the site office. Should additional emergency management controls be required to address specific scaffolding risk posed, a Safe Work Method Statement (SWMS) template is to be used and provided by the competent Scaffolder.

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Mobile Scaffolds

Mobile scaffolds with a working platform/deck height over 1m and up to 4m height must be erected by a competent person.

Mobile scaffolds with a working platform/deck height over 4m have been erected by a licenced scaffolder. Mobile scaffolds over 4m must display Scaff-tag (or similar tag to identify the status of the scaffold).

Safe means of access to the scaffold is to be provided to the working platform, e.g. internal ladder access, and hinged work platform hatch.

Handrails are to be installed on all scaffolds where the working platform is above 1m in height.

The overall height of the scaffold must not exceed 3 times its width, unless ties or outriggers are installed. The

MAXIMUM height the mobile scaffold can be built to is 12m.

Mobile scaffolds are never to be moved whilst anyone is on the scaffold.

Wheel locks are to be always engaged whilst persons are working from the scaffold.

Suspended 'Swing-stage' Scaffolds

The '[Guide to suspended \(swing stage\) scaffolds](#)' from Safe Work Australia provides useful information on the potential hazards for suspended (swing stage) scaffolds and provides practical examples of ways you can control the risks associated with them.

Edge protection other than scaffold

Refer to SOP 9.004 – Temporary Works for requirements associated with handrail or other temporary edge protection that is not scaffold.

4. References

- WHS Regulations (General) 2022
- Code of Practice - Managing the Risk of Falls at the Workplace
- AS/NZS 1576.1 Scaffolding Part 1: General Requirements
- AS/NZS 1576.3 Prefabricated and tube-and-coupler scaffolding
- AS/NZS 4576:2020 Guidelines for Scaffolding
- Perkins Builders Working at Height Safety Practice 90.02.02
- Temporary Works SOP 9.004

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APPENDIX A

Competency Requirements for Scaffolding Tasks

The Table below outlines the typical competency requirements for various scaffolding tasks.

RTO = Registered Training Organisation

OEM = Original Equipment Manufacturer

SB = Scaffolding Basic

RB = Rigger Basic

SI = Scaffolding Intermediate

RI = Rigger Intermediate

RA = Rigger Advanced

Scaffolding Task	Description	Licence / Competency	Who
Edge Protection / Handrails Proprietary System installation	Instruction and training in the method of installation and dismantle to the OEM specification, e.g., DOKA, Peri or other proprietary system	Training and instruction in the method of installation and dismantle to OEM.	Worker
Edge Protection / Handrails Formwork installation	Instruction and training in the method of installation and dismantle, e.g., internal training by the Formwork Subcontractor and Supplier of the system.	Training and instruction in the method of installation and dismantle.	Worker
Edge Protection General installation - Scaffold Type (excl. proprietary / formwork systems)	Instruction and training in the method of installation and dismantle.	- Training and instruction in the method of installation and dismantle; or - Scaffolding Basic (SB)	Worker
Fall arrest height safety system installation work at height to the Original Equipment Manufacturers Specification	Person formally trained in the OEM installation procedure or person who holds OEM specified training. NOTE: Load bearing adequacy (of the anchor/tie-off points) and the overall system must be verified by a Qualified Engineer.	Training and instruction in the OEM installation procedure / person who holds OEM specified training.	Worker
Mast Climbing Work Platform	Installation of mast climbing work platform	Min. Rigger Basic (RB) or intermediate scaffolding high risk work licence (SI).	Installers
	Operation and work from a Mast Climber	- Nationally recognised statement of attainment in working safely at heights from a RTO. - Supplier training and instruction in the safe operation of the Mast Climber	Operators / Workers

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Scaffolding Task	Description	Licence / Competency	Who
Rigging Basic work safely at heights	Rigging work involving any of the following: • structural steel erection • hoists • precast concrete members of a structure • safety nets and static lines • mast climbing work platforms • perimeter safety screens and shutters, and • cantilevered crane loading platforms	RB	Worker
Rigging Intermediate work at height	Rigging work involving any of the following: • hoists with jibs and self-climbing hoists • cranes, conveyors, dredges, and excavators • tilt slabs • demolition of structures or plant, and • dual lifts	RI	Worker
Rigging Advanced work safely at heights	Rigging work involving any of the following: • gin poles and shear legs • flying foxes and cable ways • guyed derricks and structures, and • suspended scaffolds and fabricated hung scaffolds	RA	Worker
Scaffolding under 4 metres	Scaffolding work involving any of the following: Mobile, modular or prefabricated scaffolds under 4 metres	• Worker/s must read and understand the Instruction in the method of installation and dismantle from the OEM and have a SWMS signed off by the Site Manager; or • SB	Worker
Scaffolding Basic	Scaffolding work involving any of the following: • modular or prefabricated scaffolds • cantilevered materials hoists with a maximum working load of 500 kilograms ropes • gin wheels • safety nets and static lines, and bracket scaffolds (tank and formwork)	SB	Worker

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Scaffolding Task	Description	Licence / Competency	Who
Scaffolding Intermediate	Scaffolding work involving any of the following: • cantilevered crane loading platforms • cantilevered scaffolds • spur scaffolds • barrow ramps and sloping platforms • scaffolding associated with perimeter safety screens and shutters • mast climbing work platforms, and • tube and coupler scaffolds (including tube and coupler covered ways and gantries)	SI	Worker
Scaffolding Advanced	Scaffolding work involving any of the following: • cantilevered hoists • hung scaffolds, including scaffolds • hung from tubes, wire ropes or chains • suspended scaffolds	SA	Worker
Scissor Lift operation	The operation of an elevating work platform used to support personnel, equipment, and materials to perform work at height.	Certificate of Competency issued by a RTO (SL). NOTE: WP licence does not cover competency requirements for Scissor Lift Operations and will not be accepted.	Operator
Swinging Stage Scaffold operation	Use Swing Stage Scaffolds Safely - Certificate of Competency (NAT10910001) - issued by an RTO	Certificate of Competency issued by an RTO	Operator
Work Box / First Aid Cage	Use of a Work Box for elevating workers and work at height or Use of a First Aid Cage for a rescue at height	All persons required to be elevated in a Work Box must have completed Nationally recognised statement of attainment in working safely at heights from a RTO. At least one person in the Work Box / First Aid Cage must hold a Dogging high risk work licence.	Workers / Dogger
Work Safely at Heights	Equips workers with the knowledge and skills to safely work at height in various situations e.g., using fall arrest or other equipment. Applicable for: • Persons using fall arrest/fall restraint equip • Other persons in EWP's or conducting work at heights.	Nationally recognised statement of attainment in working safely at heights from a RTO.	Worker / Supervisor

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APPENDIX B

Example Only – Product Verification and Assessment Report

The attached Product Verification and Assessment Report is to be used as guidance (only) for when scaffolding is non-standard in nature requiring design by a qualified engineer.



8 April 2016

Doc. No 031289/1

PRODUCT VERIFICATION AND ASSESSMENT REPORT

Client: BSL AUSTRALIA PTY LTD (PERTH)
Address: 20 AVERY STREET, NEERABUP WA 6031
Subject: TESTING OF SCAFFOLD SYSTEM
Client Reference: MR GURMMET SINGH
Client's Order No: 02303161
Identification: KWIKSTAGE SCAFFOLD SYSTEM
Specification: AS/NZS 1576.1 "Scaffolding Part: 1 General Requirements" -2010 and AS/NZS 1576.3 "Scaffolding Part: 3: Prefabricated and Tube-and-Coupler Scaffolding" - 2015
Correlation/Report No.: 031289/1
Test Location: 450 DYNON ROAD WEST MELBOURNE
Testing personnel: ALEX PLYSHKO

1.0 INTRODUCTION.

It was requested that load testing be performed on a prefabricated modular scaffolding system in accordance with AS/NZS 1576.3 "Scaffolding Part 3: Prefabricated and Tube-and-Coupler Scaffolding" 2015. The load testing is verifying the vertical load-carrying capacity of the prefabricated modular scaffolding system. The supplied system was a heavy duty scaffolding with adjustable legs. It was requested by the client that the testing be targeted to a 30m scaffold system with a heavy duty rating.

2.0 SCAFFOLD INFORMATION

Type of scaffolding – independent/perimeter scaffold

Manufacturer's name of the system – modular, kwikstage scaffolding

Marking – 'BSL' and the month and year of manufacturing hard stamped



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3.0 COMPONENTS INFORMATION

Components ID and mass was provided by the client
Maximum design height of 30m and quantities for 30m were specified by the client (see Table 1)

Table 1

Component ID	Mass/item (kg)	QTY 1 bay tested	QTY 1 bay 30m
Standards 1m 48.3mm OD x 4mm wall	5	0	0
Standards 1.5m 48.3mm OD x 4mm wall	7.6	4	0
Standards 2m 48.3mm OD x 4mm wall	10.2	4	0
Standards 3m 48.3mm OD x 4mm wall	15.2	4	40
Ledgers 2.4m 48.3mm OD x 3.2mm wall	8.8	16	30
Transoms 1.2m 50mm angle 4mm thick	8	8	30
Braces 3.2m 48.3mm OD x 3.2mm wall	11.8	0	14
2xboard stage bracket	5.4	0	2
Tie bar 48.3mm OD x 4mm wall	5.7	0	1
Planks 2.4m WLL=225kg	15	10	7
Base screw jack solid shaft, base plate 150x150x6mm	6.8	4	4
Total mass			1425.9 kg

4.0 LOAD TEST ON SCAFFOLD

A pair of standards in transverse direction of one bay of the assembled three bay scaffold was loaded vertically using test parameters as per AS/NZS 1576.3 appendix B;

Test platform height: 7 m
(Three lifts with base jacks fully extended)
Base jacks extension: 0.5 m
Mass of one bay scaffold as tested (Gt): = 514 kg
Mass of one bay scaffold at design height (Gd) of 30m (Gd30): = 1426 kg
Live load on one bay – heavy duty (Q): = 673 kg (6.6kN)

As per AS/NZS 1576.3 B5.2 (a) **Settling load** on each standard for 300 s (0.5Q): = 337 kg
Preload on each standard (0.2Q): = 135 kg

As per AS/NZS 1576.3 As per B5.2 (b) **Working load test**
Load on each standard for 300 s $P_w = (Gd30 - Gt)/2 + (0.5Q)$: = 794 kg
Preload on each standard (0.2Q): = 135 kg



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As per AS/NZS 1576.3 B5.2 (b) Design load test

Load on each standard for 300 s $P_d = (1.5G_d30 - G_t)/2 + 1.5(0.5Q)$:=

1419 kg

Preload on each standard (0.2Q) :=

135 kg

As per AS/NZS 1576.3 B5.2 (d) Minimum strength load test

An attempt to load on each standard (for 300 s) $P_m = (2.25G_d30 - G_t)/2 + 2.25(0.5Q)$:= 2107 kg

Deflection measurements

Horizontal distance from the loaded standards to independent data points was measured and recorded in following locations:

- (i) At the load application level.
- (ii) At each lift height.
- (iii) At mid-height between lifts on each side
- (iv) At top of the screw nut

Test Result:

Working load test and Design load test

Maximum deformation recorded was 6 mm at top lift height

No evidence of structural failure observed

Acceptance criteria

0.1% of the height of the loaded standards and
No visible structural failure upon reaching test loads
-Complies

Minimum strength load test.

The pair of test standards buckled at the load of 2720kg. No evidence of cracking welds or individual components was observed.

Acceptance criteria

The scaffold assembly shall reach the specified test load and upon removal of load show no evidence of cracking welds or individual components.

Test date:

30/3/2016

Test Personnel:

Alex Plyshko

Test Witness:

Gangadhar Aadivarekar



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Scaffold assembly design height calculation

Minimum strength load of scaffold assembly under the test should be less than maximum test load achieved with Capacity factor for strength limit state of 0.9 applied as per AS 4100. Also the calculated theoretical mass of one bay scaffold at design height (Gd) should be less than mass of one bay scaffold at design height used for calculation of Minimum strength load in Clause B5.2 (d) where safety factor of 2.25 applied. Based on that the calculated maximum design height would be 36m with a single working platform and components used as specified by the client (see Table 2).

Table 2

Component ID	Mass (kg)	QTY 36m Max. design height x 1 work platform
Standards 1m 48.3mm OD x 4mm wall	5.0	0
Standards 1.5m 48.3mm OD x 4mm wall	7.6	0
Standards 2m 48.3mm OD x 4mm wall	10.2	0
Standards 3m 48.3mm OD x 4mm wall	15.2	48
Ledgers 2.4m 48.3mm OD x 3.2mm wall	8.8	40
Transoms 1.2m 50mm angle 4mm thick	8.0	40
Braces 3.2m 48.3mm OD x 3.2mm wall	11.8	17
2xboard stage bracket	5.4	2
Tie bar angle 40 x 40 2.4m	4.7	1
Planks 2.4m WLL = 225kg	14.5	7
Base screw jack solid shaft 38 OD, b. pl. 150x150x6mm	6.8	4



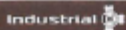
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Figure: 1

Subject: Scaffold system test assembly.



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Figure: 2

Subject: Scaffold system assembly test set up.



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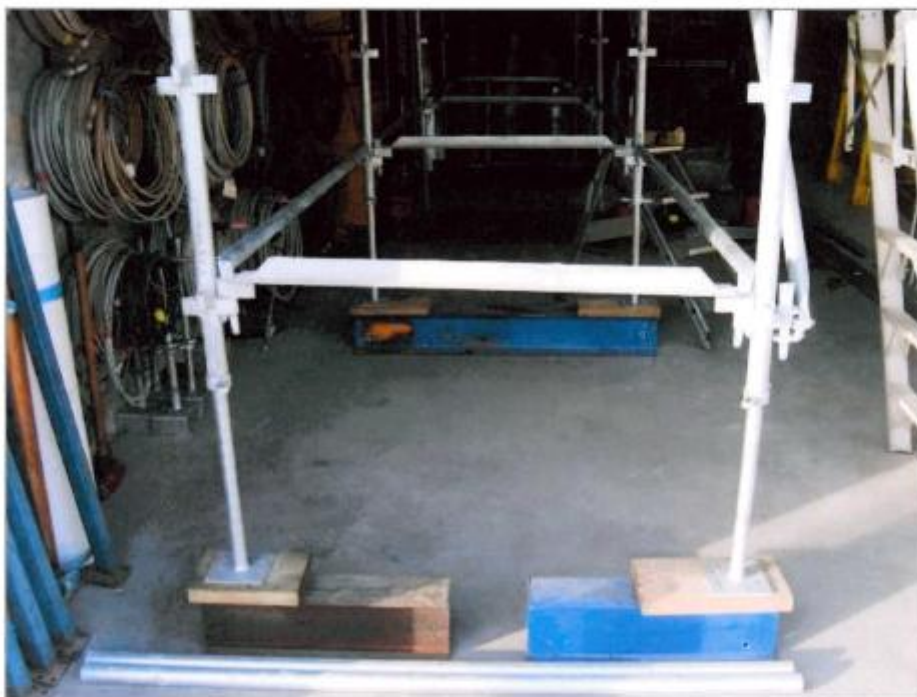


Figure: 3

Subject: Base jacks fully extended



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STANDARD OPERATING PROCEDURE - SCAFFOLDING



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Figure: 4



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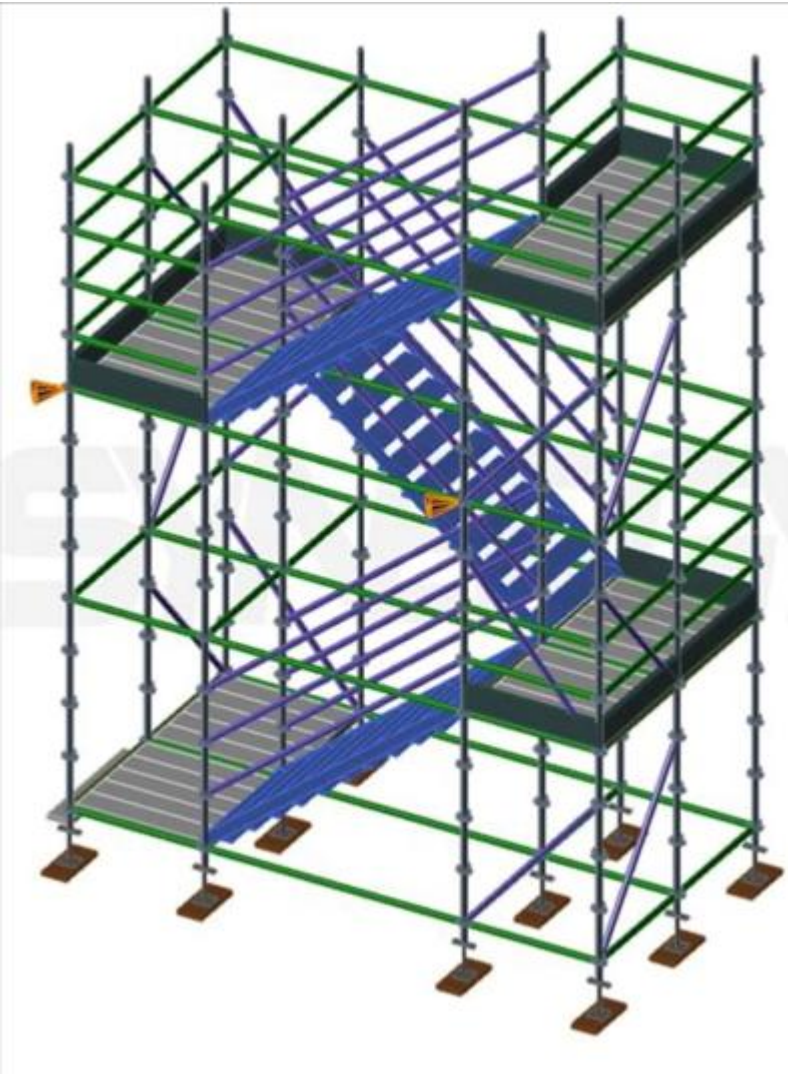
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Appendix B: 6m Stretcher Stair Access Tower



**STANDARD OPERATING PROCEDURE -
SCAFFOLDING**



Appendix B: 9m Single Stair Tower (Medium Duty)

