

## SAFE SYSTEM OF WORK

Task/Activity	Use of Scaffolding and Mobile Towers			Document Ref	SSW015	
Site/Location	All Sites			Issue	1	
Developed By	K Moss			Date	09/2021	
Permit to Work Required?	YES		NO	X	RA Ref No	SHEQ-RA

### Identified HAZARDS from Risk Assessment

							
Falls	Falling Objects	Moving Vehicles	Uneven Ground	Overhead Obstacles	Power Cables		

### Training Required

Operator training				
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### Persons at Risk

Operators	Employees working within close vicinity				
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### 14.PPE Requirements

							
Safety Boots	Helmet	Hi Vis	Gloves	Glasses	Overalls	Harness	

**CHS016 - S.T.O.P for Safety Policy is always applicable**

### Current Control Measures. Identified in Risk Assessment

1. Only trained, authorised and competent persons may erect, dismantle and modify fixed and mobile scaffolds.
2. Never modify any scaffolding.
3. Ensure all PPE is worn, i.e. safety footwear, glasses, gloves Harnesses for tower to anchor on to.
4. Adhere to manufacturer’s instructions when building and using a Mobile Tower scaffold.
5. Never overload the scaffold with tools and equipment.
6. When moving, mobile scaffold ensure no tools or stores left on tower.
7. Ensure all scaffolding is on firm level ground.
8. Cordon off safe area around scaffold using barriers, fencing and stop blocks to prevent scaffold being walked into, or hit by a vehicle.

**If defects or you suspect competence of scaffold report to your Supervisor.**

## Procedure

**ONLY TRAINED, AUTHORISED AND COMPETENT PERSONS MAY ERECT, DISMANTLE AND MODIFY FIXED AND MOBILE SCAFFOLDS.**

### Fixed Scaffold

1. Scaffold to be constructed by approved and certified Scaffolders. Supervisor to check cards and certs.
2. No employees are authorised to erect fixed scaffolds, this must be undertaken by a scaffold company.
3. Fixed scaffolds must be inspected every seven days by a competent person and a record made in the register kept at site.
4. Before using a fixed scaffold check to see it looks O.K. and: -
  - Has been inspected in last seven days
  - The ladder is defect free and lashed off
  - All handrails, kickboards etc. are in place
  - The working platform has all its boards in place and is not split etc.
  - Scaffold tag is attached
  - All feet appear stable and on good ground.
5. Ensure any tools and equipment you use cannot fall from the scaffold and injure others. DO NOT throw down materials from height.
6. Ensure you do not overload the scaffold with plant / materials. The foreman / supervisor will advise. Keep the scaffold platform free of rubbish, debris and tripping hazards at all times.
7. Do not use the scaffold if it is excessively windy or your cursory inspection has revealed a defect. Inform the supervisor.
8. **NEVER** modify or alter a scaffold even in a minor way for ANY reason, contact the scaffold company to do this for you.
9. Do **NOT** use the scaffold if you have any reason to suspect its competence, i.e. struck by vehicles / plant, subjected to heavy winds etc. Inform your supervisor.
10. Where materials are stacked on a scaffold ensure suitable guards / meshes are in place, e.g. brick guard.

### Mobile Scaffold Towers

11. Ensure you have been trained in the proper erection of the equipment.
12. Follow the manufacturer's instructions, particularly in terms of height / stability. Do NOT use damaged or incompatible components.
13. Do NOT place yourself at risk from falling during the erection process.
14. Ensure the ladder is climbed on the inside of the tower to avoid pulling the tower over. NEVER climb up the outside.

- 15. Ensure all the handrails, kickboards, braces etc. are positioned before using it.
- 16. Only erect the tower on suitable, firm and level ground and that the wheel locks are applied before using it.
- 17. Beware of overhead obstacles, power cables etc.
- 18. Never move the tower whilst personnel are on it.
- 19. Ensure it cannot be struck by vehicles, plant and equipment, post warning signs, cones, barriers etc. if necessary.
- 20. ALWAYS inspect it visually before you use it.
- 21. Secure tools and equipment against falling and position warning signs / barriers to notify personnel on foot in the vicinity.

First Aid Precautions	First Aiders
	Site Notice Board

Additional Information
N/A