



SCAFFOLDING - ERECTION AND DISMANTLING	RA NO
	DATE

H.T.I Score	10	High Risk- Constant Supervision
Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction - all employees	Long Trousers
Appointment 6(1)	Fall Protection Plan	Safety Footwear
Appointments Scaffold Inspector	Toolbox talks	Dust Masks
Appointment Erectors	First Aider	Eye Protection
Appointment First Aider	Working at Heights	Gloves
Competency Scaffold Inspector		Safety Harnesses
Competency Scaffold Erectors		
Scaffold Inspection Register		
Fall Protection Plan		

	Activity Steps	Hazards and Risks	Preventative Measures	Rating
1	Erecting / dismantling first element for access scaffold	Tripping and falling hazards may cause injuries and disabilities.	Material must be stacked and stored in racks or bins. Area in which the scaffold is erected shall be clean and no rubble present. Area of the construction of the scaffold shall be barricaded to prevent entry of unauthorised persons.	9
		Dropping material on feet may cause injury and disability.	Material must be carried properly. Heavy material shall be carried by two or more people. Safety boots shall be worn all the time. Material shall be hoisted to next level with ropes.	5

		Not placing sole boards may cause fatalities and property damage.	Soil must be level and compacted before the Sole boards are placed. Sole boards must be placed under base jacks. Base jacks must be used to level the scaffold.	11
		Extending the base jacks more than 300mm high may cause fatalities, injuries and property damage.	Base jacks must be used to level the scaffold and must not be over extended /turned out more than 300mm to level scaffolds. Supervisor must ensure that scaffold is level and stable.	11
		Not fixing cross braces to the ledgers may cause fatalities, injuries and property damage.	Cross bracing must be fitted to scaffolds on every element. These cross bracings shall be done to make the scaffold stable. Where possible the scaffold will also be tied into an existing structure capable of assisting the scaffold support.	11
		Using different size ledgers & standards may fatalities, injuries and property damage	Same size ledgers & standards to be used. If the same size ledgers & standards are not used the scaffold will be unstable and skew.	11
		Not securing access ladder to the scaffold may cause fatalities and injuries.	Access ladder must be secured to the scaffold. Ladders will protrude at least 900mm beyond the landing platforms.	11
		Not securing scaffold planks or hook on boards may cause injuries / fatalities.	Scaffold planks and hook on boards must be sufficiently fastened to the ledgers to prevent them from moving around.	11
		No barricaded area may cause injuries / fatalities.	Before erection starts the area must be barricaded to prevent persons from entering the area. No unauthorised person to be allowed inside the scaffold erecting area.	8

2	Erecting / dismantling next level of elements	Falling from height may cause injuries/fatalities.	Employees working on heights must stand on scaffold planks or hook on boards and must wear safety harnesses attached to the structure.	11
		Not placing connectors between the first and next level elements may cause fatalities and injuries.	Place connectors to fit into the standards of the first and next level element. These connectors are there to secure the first and next element to each other and to give it support.	11
		Not securing the connectors may cause fatalities and injuries.	Secure the connectors with bolts to the standards. Bolts must be used to secure the two elements and the connector to each other.	11
		Not continuing with the cross bracing may cause fatalities and injuries.	Continue with cross bracing from the first level element. This is to give the scaffold stability.	8
		Scaffold collapse due to not following the SABS 085 code of practise may fatalities, injuries and property damage.	SABS 085 code of practise must be followed when scaffolds are erected. The SABS 085 standards were developed to ensure that scaffolds are all erected in the same manner and that scaffolds are build to certain safety specifications.	11
		No handrails around working platform may cause injuries / fatalities.	Handrails must be erected on the last level (working platform) at 900mm high from the floor boards. Handrails must be able to support the weight of any person or equipment on the scaffold working platform. Knee rails shall be fitted at 450mm high from the floor level.	11
		No full floor boarded platform, may lead to injuries and fatalities.	All working platforms will be fitted with a full floor boarded surface (Hook on boards or scaffold planks.	11

		No toe / kick boards around the working platform.	Every working platform will be fitted with a toe board / kick board extending 250mm high from the floor board around the working platform.	8
		Employees using unsafe scaffold, may cause injuries and fatalities.	There shall be a sign at every scaffold at the entrance point to the scaffold stating if the scaffold is safe or unsafe to use. On this sign it will also be indicated when last the scaffold has been inspected. Scaffolds will be inspected once a week and after inclement weather.	11
		Dropping material from a height may cause injuries / fatalities and equipment damage.	Persons must pass material from the bottom up or a prescribed lifting method must be used to get the equipment from the bottom up.	8