

## Safety checklist

# Scaffold management and inspection



This checklist can be used by principal contractors, site supervisors or scaffolders to conduct a basic inspection to look for common modular and mobile scaffold deficiencies and hazards. Inspections should be conducted throughout the time the scaffold is used on site.

The Scaffold management and inspection safety checklist is designed to help identify potential issues or risks with erected modular and mobile scaffolds. It is NOT intended to be exhaustive, and reference should be made to the appropriate legislation, standards, codes and guides.

Businesses and workers have a duty to provide and maintain a working environment that is safe and without risks to health and safety, so far as is reasonably practicable. This includes the provision of safe systems of work and plant that is adequately maintained. Principal contractors and site supervisors can manage their scaffold safety by ensuring:

- scaffold requirements are determined during project planning, including, the type, intended use, and required duty rating
- there is a clear understanding of how/when the scaffold will need to be modified as the project progresses (e.g. how/when ties will need to be moved to facilitate other trades such as during façade work or glazing work etc)
- where a person or object could fall more than 4 metres, the scaffold is only erected, altered and dismantled by a worker with the appropriate scaffolding high risk work (HRW) licence. You can check a HRW licence is valid by visiting <https://verify.licence.nsw.gov.au>
- the scaffolders or a competent person have provided an adequate safe work method statement (SWMS) before starting any high risk construction work
- work is undertaken in accordance with that SWMS provided
- the scaffold is inspected by a competent person and written confirmation (e.g. handover certificate) or a record of inspection is provided at the following intervals:
  - before first use,
  - prior to use after alterations or repairs,
  - after adverse weather (e.g. high winds or storms) or an incident that could affect scaffold integrity or stability, and
  - at regular intervals not exceeding 30 days.

Note: use our [Scaffold handover certificate template](#) to understand the minimum requirements for written confirmation. Scaff tags don't typically include the minimum information required.

- the written confirmation (e.g. handover certificate) should be kept on site until the scaffold has been dismantled
- workers, including contractors, need to be consulted about site rules, including the safe use of the scaffold and who to contact if it needs altering or repair
- site inductions and ongoing toolbox talks should clearly state that unlicensed workers are prohibited from altering or removing components from the scaffold.

On-the-spot fines of up to \$4,500 for businesses and \$900 for individuals may be issued to those placing workers lives at risk by:

- not adequately protecting them when working at heights
- not providing adequate protection against the risk of falling objects
- not having a scaffold inspected by a competent person
- not preventing unauthorised access to incomplete scaffolds
- not conducting a risk assessment and implementing controls where scaffold is within an unsafe distance of electric powerlines
- allowing unlicensed workers to undertake scaffolding work, including altering a scaffold.

## Scaffold Inspection Checklist

Complete this checklist to help you prepare and plan for a safe, effective, and compliant scaffold.

<b>Business details</b>			
Business name:	Date:	Time:	
Checklist completed by:	Position:		
Site address:			
Scaffold supplier/installer:			

<b>Modular scaffold</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
Adequate safeguards have been provided to prevent contact with overhead powerlines. Note: Consult with the network provider to check the safe working distance or if hoarding etc is required.			
The scaffold is erected on solid foundations and sole boards are used where required.			
Vehicular protection is in place where required.			
If ladder access is installed, edge protection or a hatch is provided to the void.			
An adequate number of ties are installed as per the manufacturer, designer or supplier instructions and are connected to two standards. The tie anchors are suitable for this purpose.			
There is adequate face bracing.			
All guardrails (handrails) and mid-rails are installed.			
All lap boards are secured.			
The working deck is clear of materials and debris (minimum safe access is 450mm wide).			
The working decks are complete, with no missing ledgers, planks, toeboards/kickboards or hop-ups.			

<b>Modular scaffold (continued)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
The gaps between the scaffold platforms and building edge/face are 225mm (horizontal) or less.			
The gaps between the hop-ups/decks and building floor are 300mm (vertical) or less.			
Tie bars are installed on each hop-up to prevent hop-up brackets from moving or planks falling.			
Fully planked decks are in place every 2-3 metres (2 metres preferred).			
There is safe access to each working deck.			
The combined loads of materials and persons do not exceed the working load of the scaffold.			
Containment sheeting/netting has been installed, and wind loading has been accounted for in the design.			
Containment netting has a flammability index of less than 25.			
The 30-day inspections have been undertaken, including obtaining a written record of the inspection by a competent person.			
After an inspection, safety issues have been identified and access to unsafe sections have been stopped, until repaired by a licenced scaffolder.			
The scaffold is secured from unauthorised access when not in use or when the site is closed.			

Comments

<b>Mobile scaffold</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
The work area is free of floor penetrations, electric leads and other slip or fall hazards.			
The supporting surface is hard and flat or boards or channels are being used on unstable surfaces such as on dirt, uneven ground, muddy or sloping surfaces.			
Bracing is installed correctly, and a plan brace is included at the base of the scaffold.			
The castor wheel locks are in good working order and locked when in use.			
Guardrails (handrails), mid-rails and toeboards are in place on all mobile scaffolds over 2m in height.			
Platforms are not installed higher than allowed in the instructions (e.g. 3rd rung from top).			
Horizontal braces are installed as per instructions (e.g. hooks facing outward) so they don't dislodge if leaned against.			
Ladder access is provided and secured.			
The working deck is complete with no split decks.			

Comments

# Further information

## Key information and resources

- [Scaffolding industry safety standard](#) (PDF, 11195.23 KB)
- [Using scaffolds toolbox talk](#) (PDF, 690.33 KB)
- [Scaffold certificate handover template](#) (PDF, 64.48 KB)

## Other guides and fact sheets

- [Erecting, altering and dismantling scaffolds](#) – SafeWork NSW
- [General guide for scaffolds and scaffolding work](#) – Safe Work Australia
- [Guide for scaffold inspection and maintenance](#) – Safe Work Australia

## Australian Standards

- AS/NZS1576: Scaffolding
- AS/NZS1577: Scaffold decking components
- AS/NZS4576: Guidelines for scaffolding

For further information see [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au) or call 13 10 50.

## Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website

[www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

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