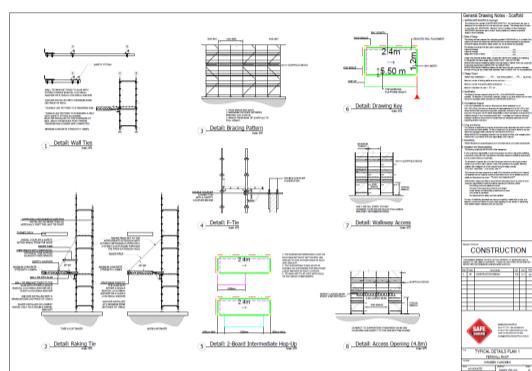


HY QUICK GUIDES

Scaffold

Quick Guides highlight relevant information to help manage common activities in accordance with HY's processes.



Planning – Design and methodology of scaffold systems

- For more complex scaffolds, a scaffolding plan is to be prepared by a competent person
- Alterations to Scaffold Plans must be documented and approved by competent persons prior to being carried out
- Competencies of personnel are to be in accordance with the relevant class of scaffold (Basic, Intermediate, Advanced)

Verification – Ensuring the conformity of scaffold and its supporting structure

- Scaffold is only to be erected, altered, or dismantled by competent (and appropriately licenced where applicable) workers
- Scaffold must be inspected, with documentation provided to HY:
 - Upon completion and prior to use
 - At least every 30 days
 - After any repairs or significant alterations
 - Following an incident or event that may have reasonably impacted the scaffold
 - Upon request by HY Project Management Staff

Managing Access - Entry to, onto, and throughout scaffold work areas or walkways

- Incomplete scaffold must have signage and barriers restricting access to non-authorised workers
- During erection, alteration, or dismantling of scaffold, exclusion zones with appropriate signage must be established below the work area

Erecting Scaffold - Installation of scaffold components to form a structure

- Scaffold structures must be placed on solid ground, with sole boards/baseplates in use unless otherwise specified
- Minimum working platform is at least 450mm (two planks)
- Maximum gap between scaffold and building structure is 225mm
- Guardrails must be between 900mm and 1100mm in height
- When erecting scaffold, an exclusion zone is to be established below the work area (and above if required) and have signage in place
- Scaffold must be erected in 1m lifts with fall protection in place at all times

Dismantling Scaffold - Removal of any components to dismantle the structure

- When dismantling scaffold, an exclusion zone is to be established below the work area (and above if required) and have signage in place
- Scaffolding with complex removal sequencing require an engineer to visually inspect in person and verify; and
- A Strip Scaffold Work Permit is to be issued by HY prior to stripping works
- Scaffold must be dismantled in reverse order to erection



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