

## SAFETY FIRST:

If you are collecting the equipment for someone else please make sure this sheet is given to the equipment user to read. In accordance with Health and Safety in Employment Act requirements, this sheet should be given to the site supervisor if the equipment is being hired for use at a commercial worksite so that the information is available to all users.

## Required Safety Equipment



Hard Hat



Gloves



Boots



Harness



Certification



Visual Inspection

## Pre Checks and Safety

**A scaffold is any temporary work platform to support workers and materials**

All scaffolding must be erected by competent people

- ! Scaffolding over 5 metres may only be erected, altered or dismantled by a person who holds an appropriate "Certificate Of Competency" issued under the scaffold regulations in that type/class of scaffold
- ! All scaffold should have a written record of inspections – Inspect before first use, weekly (daily for suspended scaffolds), after any alteration or after any storm
- ! All scaffold towers are recommended to have "Scaffold Information Tags" placed at the access points
- ! Employers must have notified OSH if a fall of over 5 metres can occur from a scaffold
- ! Your life is at stake! Before you use any scaffold, always check the foundation, access, edge protection and that it has a scaffold information tag
- ! Beware of overhead power lines (minimum of 4 metres clearance) and call your local electricity supplier if you need power turned off
- ! Beware of high wind conditions
- ! Do not adjust the legs or move the scaffold structure with personnel or materials on the scaffold tower
- ! Always stay within the SWL (safe working load) at all times



## Guidelines

### Foundation

Must be firm, rigid and not subject to setting

If the scaffold is free standing the height to base ratio must not exceed 3:1

Adjustable feet must have at least 150mm of the screw in the tube, but preferably half the maximum extension of the screw (whichever is greater)

Base plates must always be used and nailed if on base boards (base boards must be at least 500mm long, 200mm wide and 38mm thick)

### Access

Must be permanent or temporary stairs  
Ladder (4:1 pitch and secured)

Walkways must be 675mm wide but maintaining 450mm clearance for non proprietary scaffolds

Never climb the scaffold structure and maintain good house keeping at all times

### Platforms

Must be three planks wide or 675mm wide for non proprietary scaffolds

A working platform should be as close as practicable to the work face without inside guardrails

Plank ends must be over hanging by 80mm – 220mm

All planks must be secured against uplift and horizontal displacement

### Guardrails

Height must be 900mm – 1100mm

Toe boards must be a minimum of 225mm above the work platform, or be at least 150mm above the material stored on the platform

Must have midrails midway between the platform and the guardrail at all times