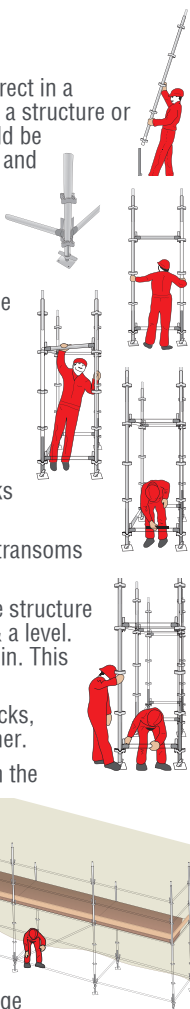


## Systems Scaffold Erection Procedure

1. When erecting the scaffold you should always erect in a continuous sequence starting from the corner of a structure or the highest ground level point. The ground should be compacted to withstand the load of the scaffold and adequate sole boards should be used.
2. **SETTING THE BASE** Adjust 4 base jacks to the same approximate height.
3. Place 2 standards on each of the first 2 jacks. One person should hold the 2 standards while the other person can fit the required transom to the standards. (Note: smaller standards nearest to main structure).
4. Insert 2 ledgers along the base of the scaffold, holding the standards upright allows these to be fitted at 90 degrees to the transom.
5. Now connect the remaining 2 standards and jacks to the ledger.
6. A tower can now be formed by placing a level of transoms at the required height.
7. Now you can accurately position the tower to the structure and level the unit by using the adjustable jacks & a level. After you have levelled the base, tap the wedges in. This will make the scaffold firm.
8. You can now add additional bays by means of jacks, standards, transoms & ledgers in a similar manner.
9. **TO ERECT THE SECOND LIFT** Place the decks on the transoms to form a safe working level for this setup. Place the standards on the spigot of the previous standards and insert the transoms and ledgers as in steps 3-8. Always use a ladder to reach the upper levels.
10. **DIAGONAL BRACING** Fix the diagonal bracing at a minimum of every 3 bays. This will need to be done by 2 people as the wedge fixing devices need to be driven in simultaneously.
11. As the scaffold is erected vertically, the scaffold must be secured. Building ties must be added in appropriate positions. This should be determined at planning stage of the scaffold set-up.
12. Make sure the toe boards and internal ladders are secured to the scaffold.



## Dismantling Procedure

1. Clear the platform of all loose material before any dismantling procedure commences.
2. Ensure that all original braces and ties are still in original positions.
3. Remove all diagonal braces above the level of the top platform.
4. Erect a temporary working platform below area to be dismantled at least 700mm wide.
5. Always dismantle scaffold in layers. Only remove ties and braces from the area being dismantled.

## Hazard & Risk Identification

PLEASE READ CAREFULLY BEFORE ERECTING SCAFFOLDING

Hazard	Risk	Possible Risk Control
Collapse of Scaffold	<b>Serious</b>	All scaffolds that a person may fall greater than 4m, must be erected by WorkCover Approved or authorized Personnel. Assembly instructions must be adhered to. Scaffold must always be erected to WorkCover requirements.
Electrocution	<b>Serious</b>	Scaffold must not be used within 4m of overhead electrical wiring. Always look above when moving Scaffold Tower.
Falling from Scaffold	<b>Serious</b>	Guardrails and midrails must be used on every deck level. Workers must not ride on scaffold when the scaffold is being moved. At no time can a ladder be used on the deck of a scaffold to gain additional height - Neither step or extension. Internal ladders must be fitted to the scaffold for access to working decks. Do not climb on the outside or inside of the scaffold. Internal ladder access must be used.
Material Falling from Scaffold	<b>Serious</b>	Toe boards must be fitted on all working deck levels of a scaffold. Ensure that no gaps or holes appear on the deck area.
Sloping Ground	<b>Serious</b>	All castors used in mobile scaffold towers must be fitted with brakes. Castor brakes must be applied at all times whilst the scaffold is in use. Mobile Scaffolds must not be used on sloping surface greater than 7 degrees.

# DANGER



DO NOT USE WITHIN 4.6 METRES (15.3 FT) OF NON-INSULATED, LIVE ELECTRICAL WIRES OR DEVICES

DO NOT CLIMB SCAFFOLD UNLESS SCAFFOLD HAS BEEN LEVELLED AND ALL CASTERS AND ADJUSTABLE LEGS ARE LOCKED

DO NOT STAND ON OR PLACE LOADS ON GUARD RAIL FRAMES OR BRACES

USER ASSUMES RISK OF PERSONAL INJURY BY FAILURE TO READ AND FOLLOW MANUFACTURER'S SAFETY RULES AND ASSEMBLY INSTRUCTIONS, AND BY FAILURE TO OBSERVE FEDERAL, STATE AND LOCAL CODES.

WARNING: FAILURE TO UNDERSTAND AND FOLLOW ALL SAFETY RULES AND ASSEMBLY INSTRUCTIONS COULD RESULT IN SERIOUS INJURY OR DEATH.



## ScaffoldSolutions

# SCAFFOLD ASSEMBLY INSTRUCTIONS

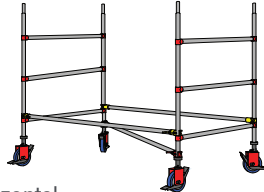
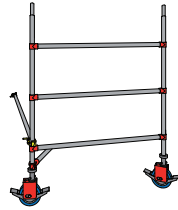
Before using scaffold you must read and understand all safety and assembly instructions

Scaffold Solutions (Aust) Pty Ltd  
280 Wolseley Place  
Thomastown VIC 3074  
Tel | (03) 9460 1333  
Fax | (03) 9469 4894

[www.scaffoldsolutions.com.au](http://www.scaffoldsolutions.com.au)

## Mobile Scaffold Erection Procedure

- 1 For Mobile Scaffolds, insert castors into two frames and lock (castors may be adjustable) For non-mobile scaffold, insert adjustable bases into two frames.
- 2 Attach two horizontal braces (yellow) to the uprights just above the first rung with the snap hook facing outwards. The frame is now self-supporting.
- 3 Stand up the opposite base end frame and attach the other end of the two horizontal braces (yellow).
- 4 Install plan brace (red/white) to diagonally opposite uprights below the first rung.
- 5 Check that the scaffold base is square.
- 6 Attach frames on top of the two base end frames and install the diagonal brace (blue) above and below the joining point of the base end frames.

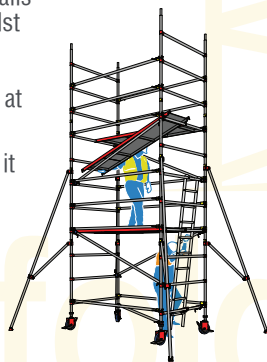


- 7 Level the base in both vertical and horizontal directions by adjusting the castors or base plates and check with a level.
- 8 Install one platform as a temporary platform approximately 0.5m to 1.0m from the ground between both end frames.
- 9 Erect the ladder access platform at 1m to 1.5m above the temporary platform which should be staggered. This is part of the first working platform and will act as fall prevention. Install an access ladder through the opening section of the platform.
- 10 Erect horizontal braces (yellow) as guardrails and mid rails for the working platform whilst standing on the temporary platform.



NOTE: Working platforms should be nominally at 2.0m vertical intervals.

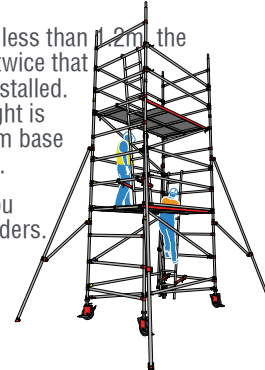
- 11 Remove the temporary platform and place it above to complete the working platform. The working platform should now include the ladder access platform and the access ladder.



- 12 Access the first working platform via the internal ladder.
- 13 If required, erect outriggers as per instructions.

NOTE: If the minimum base dimension is less than 1.2m the scaffold height should not exceed twice that dimension unless outriggers are installed. Otherwise, where the scaffold height is more than three times the minimum base dimension, outriggers are required.

- 14 Install access ladders making sure you always access platforms from the ladders.
- 15 Ensure that any further working platforms are erected as per above sequence and that guardrails, midrails and toe boards are installed



## Dismantling Procedure

When dismantling the scaffold this is to be carried out in the reverse sequence of the erection, maintaining stability of scaffold at all times.

**Read and understand these Safety Rules and Assembly Instructions before assembling the scaffold.**

**Do not permit anyone to use the scaffold who does not understand the material in this document.**

**If there is anything you do not understand, or if you have questions regarding the scaffold, call: 03 9460 1333**

## Safety Instructions

- Risk assessment and safe work method statements must be completed prior to erecting, altering and dismantling scaffold and must be site specific.
- Obtain, read and understand manufacturers or competent person's instructions.
- Determine if certified scaffolders are required.
- Always erect the scaffold according to the information provided by the manufacturer. Only use original components.
- Assess whether surface is adequate to support the scaffold.
- Assess travel path for the safe movement of the mobile scaffold.
- Identify any overhead powerlines, openings and other hazards that will impact the scaffold.
- When moving plant is in operation nearby, develop controls to prevent the scaffold being struck.
- Assess the likely wind conditions at location and develop controls to secure scaffold against unintended movement and overturning.
- Inspect all components prior to erecting the scaffold and, where required, replace damaged components.
- Prevent unauthorised persons from accessing the area where scaffold is to be erected.
- When altering the scaffold make sure at all times that temporary platforms, guardrails, midrails and temporary edge protection are used on the same manner as the erection procedure.
- When moving or relocating the scaffold ensure that no persons or materials are on the scaffold. Raise outriggers a minimal distance sufficient only to move the scaffold. Unlock castors. Follow planned travel path. Make sure you lower and secure outriggers before accessing the scaffold.
- Always use the scaffold for the purpose it is designed for.
- Workers may not ride on the scaffold when the scaffold is being moved.
- Hoisting machines may not be attached to or used on the scaffold, unless this is explicitly indicated.
- During activities on the scaffold always wear correct personal protective clothing.
- Do not use scaffold in unsafe conditions such as extreme weather conditions. Unattended scaffold must be secured so they are resistant against wind strength greater than 6 beaufort.
- Never modify the scaffold or its components in any way.
- Never exceed the safe working load.
- Before using the scaffold, check all components are fitted correctly.
- Make sure there is proper lighting when using the scaffold.
- In case of abnormal symptoms while using the scaffold, such as illness or loss of balance seek immediate medical attention.
- An authorised expert must always conduct repairs and maintenance on the scaffold.
- Report any unsafe or dangerous conditions of the scaffold to an authorised person.