



Safe Work Method Statement

Working off Mobile Scaffold

Routine	✓	Non-Routine	
New	✓	Revised	

Last updated/revised:

23/11/2018

Job Description	Utilising Mobile Scaffold as a work platform to complete electrical work		
Project/Site	<Site Address>	Date	<date>
PPE Required for task (refer PPE for Site on SSSP as Hi-Viz and Hard Hat may be required)	Specific PPE related to use of mobile scaffold: Steel Toe Boots, Hard Hat, Cones (or similar) to segregate work area around scaffold. Safety Glasses		
Plant/Equipment Required (edit list as required per site)	Mobile Scaffold, Assembly Guide, Cones and barriers to fit cone tops, Spirit Level		
Signage Required	Electrical Work in Progress sign		

SEQUENCE OF BASIC STEPS	POTENTIAL HAZARDS/RISKS	HAZARD/RISK CONTROL METHOD
Carry out risk assessment (Job Safety Analysis) prior to commencing work identified on this Task Analysis		
Assemble Mobile Scaffold as per assembly instructions	Environment and ground conditions	DO NOT assemble scaffold if the wind conditions exceed those specified in the Assembly Instructions (found on DNA H&S Intranet). DO NOT assemble scaffold if ground surface is unsuitable (refer Assembly Instructions found on DNA H&S Intranet)
	Other people on site	Use Electrical Work in Progress sign. Notify all property occupants. Tell people must NOT go anywhere near area where you are working. Use cones or other form of segregation to keep people out of area surrounding mobile scaffold footprint
	Trip and/or Impact Hazard	Always work in Pairs to assemble and use mobile scaffold. Ensure you light the area where working so can see any objects that may cause impact harm at your working height. Do not carry any equipment or tools up the scaffold by hand as these could fall on those below and cause impact harm/injury.
	Working at Height	Follow assembly instructions in Assembly manual to ensure your safety when building the scaffold. Always have two people doing assembly work. Only carry one piece of scaffold at a time. Fit temporary deck at lower level to assist with assembly (as per manual). Do not move to stand on next deck above until guardrails are fully installed
Complete Mobile Scaffold assembly checklist	Other people on site	Use Electrical Work in Progress sign. Notify all property occupants. Tell people must NOT go anywhere near area where you are working. Use cones or other form of segregation to keep people out of area surrounding mobile scaffold footprint
Climb to working height on platform	Working at Height	When climbing up the internal ladder up up the scaffold maintain 3 points of contact. Always work in pairs when using mobile scaffold so any issues with stability of scaffold can be quickly identified by person on the ground
	Trip and/or Impact Hazard	Ensure you light the area where working so can see any objects that may cause impact harm at your working height. Do not carry any equipment or tools up the scaffold by hand as these could fall on those below and cause impact harm/injury.
	Working at Height	Close the trapdoor as soon as have climbed to working height and keep in closed when working. Do not open trapdoor until ready to climb down
	Other people on site	Use Electrical Work in Progress sign. Notify all property occupants. Tell people must NOT go anywhere near area where you are working. Use cones or other form of segregation to keep people out of area surrounding mobile scaffold footprint
Bring tools, plant, and equipment up to working platform	Trip and/or Impact Hazard	Ensure you light the area where working so can see any objects that may cause impact harm at your working height. Do not carry any equipment or tools up the scaffold by hand as these could fall on those below and cause impact harm/injury.
	Falling tools/plant equipment	Use a strong rope pulley system to safely raise tools, plant, and equipment to working platform. ALWAYS lift within the footprint of the tower. Ensure kickboards are in place at working platform height
	Other people on site	Use Electrical Work in Progress sign. Notify all property occupants. Tell people must NOT go anywhere near area where you are working. Use cones or other form of segregation to keep people out of area surrounding mobile scaffold footprint
	Physical strain	Brace yourself prior to use pulley system to raise tools/plant/equipment to working platform. Do not overload pulley system. Bend with your knees not your back. Be aware of your surroundings prior to applying pull force so no impact injury when pulling
	Stability	Ensure checklist has been completed so mobile scaffold is on stable ground with stabilisers installed. Pulling heavy items up to working height could cause stability of scaffold to be compromised. One staff member must remain at the bottom of the scaffold to assist with raising items to working height and monitor stability of scaffold
	Working at Height	When climbing up and down the internal ladder up up the scaffold maintain 3 points of contact. Always work in pairs when using mobile scaffold so any issues with stability of scaffold can be quickly identified by person on the ground. NEVER use any form of ladder/stool etc to gain any additional height when working on the mobile scaffold. Always stay within the inside of the guard rails. Never climb the guardrails at work height.

Commence work from working platform on mobile scaffold	Working at Height	Close the trapdoor as soon as have climbed to working height and keep in closed when working. Do not open trapdoor until ready to climb down
	Debris	Ensure your work area is directly below what you are working on or beside so that any debris associated with your work will fall onto mobile scaffold and not onto area below. Ensure Electrical work in progress sign is up and your work area has been coned off to prevent people being in the area where debris could fall. Wear Safety Glasses
	Other people on site	Use Electrical Work in Progress sign. Notify all property occupants. Tell people must NOT go anywhere near area where you are working. Use cones or other form of segregation to keep people out of area surrounding mobile scaffold footprint
	Power Tools	Ensure tool has current test tag and is in safe working condition. Make sure the lead is not caught on or under anything and that you have sufficient length in the power cord to enable free and safe movement when using the tool. Do not lean over the edge of the scaffold to carry out work
	Stability	Do not overload mobile scaffold. Ensure working load does not exceed 275kg. Ensure checklist has been completed so mobile scaffold is on stable ground with stabilisers installed. Do not overload one side of the scaffold
	Stability - Horizontal Force	Horizontal force from (for example) power tools in excess of 20kg could generate instability. Ensure horizontal force of your work does not exceed this level
	Hand Tools	Keep all hand tools either securely within tool belt or on platform of mobile scaffold so they cannot fall to ground below. Do not just place in pocket as could fall out when bend over.
Move mobile scaffold to new position	Stability	Only use manual force to move the scaffold and from the base only
	Trip and/or Impact Hazard	Ensure you light the area where you will be moving the scaffold to so you can see any objects that may impact the scaffold. Beware especially for overhead electrical cables.
	Environment and ground conditions	DO NOT move the scaffold if the wind conditions exceed those specified in the Assembly Instructions (found on DNA H&S Intranet). Take extra care moving the scaffold if ground conditions are rough, uneven, or sloping. (refer Assembly Instructions found on DNA H&S Intranet for special instructions regarding stabilisers)
	Working at Height	Check the scaffold is still correctly assembled and use a spirit level to check it is level and vertical. Adjust legs as necessary to get into safe position to recommence work
Remove all tools/plant/equipment/rubbish from working platform	Falling tools/plant equipment	Use a strong rope pulley system to safely lower tools, plant, rubbish, and equipment from working platform. ALWAYS lower within the footprint of the tower. Ensure kickboards are in place at working platform height
	Other people on site	Use Electrical Work in Progress sign. Notify all property occupants. Tell people must NOT go anywhere near area where you are working. Use cones or other form of segregation to keep people out of area surrounding mobile scaffold footprint
	Physical strain	Brace yourself prior to use pulley system to lower tools/plant/equipment from working platform. Do not overload pulley system. Bend with your knees not your back. Be aware of your surroundings prior to applying lowering restraint so no impact injury when lowering
	Stability	Ensure checklist has been completed so mobile scaffold is on stable ground with stabilisers installed. Lowering heavy items down from working height could cause stability of scaffold to be compromised. One staff member must remain at the bottom of the scaffold to assist with lowering items from working height and monitor stability of scaffold
Climb down from work platform after works complete	Working at Height	When climbing up the internal ladder up up the scaffold maintain 3 points of contact. Always work in pairs when using mobile scaffold so any issues with stability of scaffold can be quickly identified by person on the ground
	Trip and/or Impact Hazard	Ensure you light the area where working so can see any objects that may cause impact harm at your working height. Do not carry any equipment or tools up or down the scaffold by hand as these could fall on those below and cause impact harm/injury.
	Working at Height	Close the trapdoor as soon as have climbed down from working height.
	Other people on site	Use Electrical Work in Progress sign. Notify all property occupants. Tell people must NOT go anywhere near area where you are working. Use cones or other form of segregation to keep people out of area surrounding mobile scaffold footprint
Disassemble Mobile Scaffold	Other people on site	Use Electrical Work in Progress sign. Notify all property occupants. Tell people must NOT go anywhere near area where you are working. Use cones or other form of segregation to keep people out of area surrounding mobile scaffold footprint
	Trip and/or Impact Hazard	Always work in Pairs to disassemble mobile scaffold. Ensure you light the area where working so can see any objects that may cause impact harm at your working height. Do not carry any equipment or tools up or down the scaffold by hand as these could fall on those below and cause impact harm/injury. Pass items of scaffold down to partner from within the footprint of the scaffold one item at a time
	Working at Height	Follow dis-assembly instructions in Assembly manual to ensure your safety when building the scaffold. Always have two people doing dis-assembly work. Dis-assembly is reverse order to assembly. Stand on ladder within confines of trapdoor when removing guardrails, not on the platform itself. When removing guardrail braces, unlock the claws furthest from the trapdoor and then return immediately to the protected position within the trapdoor and then remove the brace itself.

Task Analysis Completed by	<Name>
Date	<date>