

SCAFFOLD INSPECTION CHECKLIST

This checklist can be used by principal contractors or scaffolders to conduct a basic inspection to look for common scaffold deficiencies and hazards.

Principal Contractors/builders 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.

On-the-spot fines of up to \$3,600 for businesses and \$720 for individuals may be issued to those placing workers lives at risk by not adequately protecting them when working at heights, not having a scaffold inspected by a competent person, or allowing unlicensed workers to undertake scaffolding work, including altering a scaffold.

The following guidance can help you prepare and plan for a safe, effective and compliant scaffold on site.

ADMINISTRATION

Name: _____ Date: _____ Time: _____

Site address: _____

Principal contractor scaffold supplier/installer: _____

Manage your scaffold safety by ensuring:

- 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 www.licencecheck.nsw.gov.au
- site inductions and ongoing toolbox talks should clearly state that unlicensed workers are prohibited from altering or removing components from the scaffold
- 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
- the scaffold must be inspected and written confirmation (eg handover certificate) or a record of inspection be provided at the following intervals;
 - before first use,
 - prior to use after alterations or repairs,
 - after adverse weather (eg high winds or storms) or an incident that could affect scaffold integrity or stability, and
 - at regular intervals not exceeding 30 days
- the written confirmation (eg handover certificate) should be kept on site until the scaffold has been dismantled
- the scaffolders or a competent person has 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 project is planned and sequenced to minimise trades working above others on the scaffold.

INSPECTING THE SCAFFOLD

The scaffold safety checklist is designed to help identify potential issues or risks with an erected scaffold on site. It is NOT intended to be exhaustive and reference should be made to appropriate legislation, standards, Codes and Guides.

Adequate safeguards have been provided to prevent contact with overhead power lines

The scaffold is erected on solid foundations and sole boards used where required

Vehicular protection is in place where required

If a ladder access is installed, edge protection or a hatch is provided to the void

A number of ties are installed, and are connected to two standards. The tie anchors are suitable for purpose

There is adequate face bracing (zig zag)

All handrails, mid-rails, toe boards/brick guards are installed

All lap boards are lashed or 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, toe boards/kickboards or hop-ups

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

Ensure you know when your 30 day inspection should occur and obtain a written record of the inspection

After an inspection, address any safety issues identified immediately, prevent access to unsafe sections and manage the risk of a falls until repaired or safe for use

Obtain a written record of the inspection that has occurred

Ensure the scaffold is secured from unauthorised access when not in use or your site is closed

MOBILE SCAFFOLD SAFETY

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 (on dirt, uneven ground, muddy or sloping surfaces)

Bracing is erected 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

Handrails, mid rails, kickplates are in place on all mobile scaffolds over 2m in height

Internal ladder access is provided and secured

The working deck is complete with no split decks

FURTHER INFORMATION

- SafeWork NSW Industry Safety Standard – *Erect, alter and dismantle scaffold*
- *Safe Work Australia Scaffolds and scaffolding work general guide*
- *Safe Work Australia Guide for scaffold inspection and maintenance*

Australian Standards

- AS/NZS1576: 2019 Part 1: Scaffolding – general requirements
- AS/NZS4576: Guidelines for scaffolding.

For further information see www.safework.nsw.gov.au or call 13 10 50

For further guidance see the [scaffolding page](http://www.safework.nsw.gov.au) at www.safework.nsw.gov.au

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

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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Catalogue No. SW09225
SafeWork NSW, 92-100 Donnison Street,
Gosford, NSW 2250
Locked Bag 2906, Lisarow, NSW 2252
Customer Experience 13 10 50
Website www.safework.nsw.gov.au
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