



Safe Use of Scaffolds Procedure

Brief description

The purpose of this Procedure is to define the requirements for the safe use of Scaffolding at GPC.

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If you require any further information, please contact the Custodian.

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1 Terms and definitions

The following key terms and definitions apply to this Procedure:

“Competent Person” means a person who has acquired, through training, qualifications or experience the knowledge and skills to do the task in a safe way, including:

- (a) knowledge of relevant Australian Standards, industry standards and advisory standards, industry codes of practice and other legislation;
- (b) knowledge of, and competence in, the risk management process for erecting, altering and dismantling of scaffold systems; and
- (c) ability to read and interpret drawings.

“Engineer” means a person who is a registered professional engineer under the Professional Engineers Act 2002 and is competent to perform the task.

“Fall” means a fall by a person from one level to another.

“Fixed Scaffold” means a temporary structure used to support a work crew and materials to aid in the construction, maintenance and repair of buildings, bridges and all other man-made structures.

“Hung Scaffold” means an independent scaffold that hangs from another structure, but is not capable of being raised or lowered when in use.

“Portable Scaffold” means a method or apparatus for erecting a mobile scaffold tower, scaffold tower, stackable prop section, jacking point attachment.

“Rated Capacity” is the Load Rating to which the Scaffold has been either designed or built to:

- (a) Light Duty – 225kg
- (b) Medium Duty – 450kg
- (c) Heavy Duty – 675kg.

“Scaffold Tag” means an inspection Tag displayed on the Point of Entry to the scaffolding structure which displays specific information about the scaffold such as:

- (a) Job Number and location
- (b) Erection Date and who Erected it
- (c) Who Inspected the scaffold
- (d) Load Rating
- (e) Inspection Check list and Inspection sign off with date.

“Scaffolding” means a temporary structure, specifically erected to support access platforms or working platforms.

“Scaffolding work” means erecting, altering or dismantling a temporary structure that is or has been erected to support a platform and from which a person or object could fall more than 4m from the platform or the structure.

“**Suspended scaffold**” means a scaffold incorporating a suspended platform that is capable of being raised or lowered when in use.

“**TWP**” means top working platform.

“**Tidal Zone**” means any deck or platform level of a scaffold that will be impacted by wave loading and become inundated at any time.

“**Work at Height**” means any work performed at a level that is above the ground or performed away from solid construction capable of supporting workers, material and other loads applied to it.

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

This Procedure describes the minimum requirements when working with Scaffolding at GPC. It describes the systems and controls that are required to be identified and applied to safely manage the risks associated with Scaffolding and how the systems and controls apply when performing work as part of GPC engaged or managed activities.

2.2 Scope

This Procedure applies to all GPC Workers who intend to use Scaffolding or perform Scaffolding Work as part of GPC engaged or managed activities.

Contractors performing work under the direction of GPC must comply with the requirements of this Procedure.

Visitors are not permitted to perform Scaffolding Work or modify Scaffolding.

Emergency service workers (e.g. paramedics, fire fighters, police officers and the like) are not required to comply with this Procedure if they are rescuing a person.

2.3 Objectives

This Procedure aims to:

- (a) clearly document the minimum requirement for the safe use of Scaffolding equipment; and
- (b) ensure GPC provides a safe work place.

3 Safe use of Scaffolding

3.1 Risk management - Hazards

Scaffolding is considered high risk work and therefore personnel are required to be trained and competent to plan, design, construct, modify and inspect scaffolding and related equipment.

Choosing the correct types of scaffold to be used in particular applications is critical in controlling the risks associated with these types of installations. Geographical and environmental factors such as soft or uneven ground conditions and coastal weather may

require a certain type of scaffold or scaffold material to be selected. Manufacturer's specifications provide guidance on product maintenance, repair and fitness for use.

Hazards associated with scaffold installations must be taken into consideration during the planning and design phases along with a JSA outlining key critical risks that shall be controlled during the construction / installation process and use of a Scaffold. Hazards may include:

- (a) work near powerlines;
- (b) mobile plant and traffic (refer to GPC's Traffic Management Procedure and Safe Operation of Mobile Equipment Procedure);
- (c) mixing and matching scaffold components;
- (d) falls from heights (refer to GPC's Work at Heights Procedure);
- (e) falling objects;
- (f) scaffold collapse;
- (g) manual tasks;
- (h) working over water; and
- (i) working in Tidal Zone.

The controls outlined in this Procedure are to be applied at all times when building, modifying or using Scaffolding.

3.2 Training and competency

A person undertaking Scaffolding Work must hold the relevant class of scaffolding high risk work licence as required by the WHS Regulation and meet the competency requirements under the WHS Regulation. The scaffolding high risk work licence classes are:

Basic scaffolding licence—required for a person performing Basic Scaffolding Work involving:

- (a) modular or prefabricated scaffolds;
- (b) cantilevered materials hoists with a maximum working load of 500 kilograms;
- (c) ropes;
- (d) gin wheels;
- (e) fall arrest systems including safety nets and static lines; and
- (f) bracket scaffolds (tank and formwork).

Intermediate scaffolding licence—required for a person performing Intermediate Scaffolding Work involving:

- (a) cantilevered crane loading platforms;
- (b) cantilevered scaffolds;
- (c) spur scaffolds;
- (d) barrow ramps and sloping platforms;

- (e) scaffolding associated with perimeter safety screens and shutters;
- (f) mast climbing work platforms; and
- (g) tube and coupler scaffolds including tube and coupler covered ways and gantries.

Advanced scaffolding licence—required for a person performing Advanced Scaffolding Work involving:

- (a) cantilevered hoists;
- (b) hung scaffolds including scaffolds hung from tubes, wire ropes or chains; and
- (c) suspended scaffolds.

Trainees that do not yet hold a ticket are permitted to perform Scaffolding Work under the supervision of a licensed and competent scaffolder. Scaffolding is classed as construction work, and all scaffolders will also need to hold a current general construction induction training / White Card.

3.3 Mixing scaffolding from different manufacturers

Scaffolding from different manufacturers or suppliers, while it may appear compatible, often has different dimensions and tolerances.

Mixing incompatible scaffolding can reduce the structural integrity of a scaffold and could lead to the collapse of the scaffold. It can also lead to increased wear on the scaffolding and difficulties in disassembly, which in turn may increase the risk of musculoskeletal injury to workers. It may also affect the load capacity of the scaffold.

An engineer must approve the use of scaffolding from different manufacturers to confirm the scaffolding components are compatible.

3.4 Planning and design

(a) Scaffold plan

A competent person must design the scaffold and prepare a scaffold plan for all scaffolds.

All scaffolds must be designed in accordance with AS/NZS 1576. The scaffold plan must be documented on the GPC Scaffold Plan template (contractors may use a similar equivalent). The scaffold plan must highlight how the scaffold design is to be constructed and used by detailing the below:

- (i) site layout plan showing:
 - (A) exclusion zones for project personnel and public protection during erection;
 - (B) exclusion zones for project personnel and the public during use, if required;
 - (C) material storage area;
- (ii) detail the elevations and sections of the scaffold;
- (iii) basis of design (e.g. consideration of elements such as AS/NZS 1576 requirements, intended use and application of scaffold);

- (A) external loads (including environmental);
- (B) time in service;
- (C) maintenance requirements for the scaffold itself;
- (D) increased inspection regime if required above the standard 30 days;
- (E) weather events;
- (iv) foundations (including ground conditions and loadings);
- (v) support structure;
- (vi) access and egress;
- (vii) tying;
- (viii) bracing;
- (ix) type of scaffold;
- (x) number of plank levels and working levels; and
- (xi) edge protection.

The scaffold plan must be made available for inspection at the worksite during construction and then kept securely for the life of the scaffold.

Where the Scaffolding work is routine, an initial scaffold plan is to be developed for drafting (see Section 3.4(b)). The final approved drafted drawing document will then be able to be used as the scaffold plan moving forward, pending no undocumented structural changes and no issues (e.g. corrosion/damage) identified in visual inspection prior to the commencement of the build.

Where the scaffold has been specifically designed for a location, an 'as built' scaffold plan must be developed for the scaffold handover.

More information on the safe design of plant and structures is available in the Scaffolding Code of Practice, Safe Design of Structures Code of Practice and Safe Work Australia Guide for Safe Design of Plant.

(b) Design verification

Once a scaffold plan has been developed, the design must be verified. Design verification is a process involving the review of scaffold plans to determine if the design complies with the technical design standard specified for particular plant or structures. There are a number of circumstances when an engineer is responsible for verifying the information required to document the safe design and certification of the complete scaffold structure.

The following table indicates what person must design verify and inspect various scaffolds.

Type of Scaffold	Design verification	Initial inspection
Minor scaffold (less than 2m TWP) or module scaffold (less than 4m TWP)	Supplier or competent person	Competent person

Type of Scaffold	Design verification	Initial inspection
Modular scaffold 4m to maximum height (per manufacturer instructions)	Supplier or competent person	Scaffolder
Modular scaffold (with cladding) above 4m	Supplier or engineer	Scaffolder
Modular scaffold outside of standard documented manufacturers parameters	Engineer	Scaffolder
Tube and coupler scaffold greater than 33m TWP or outside of scope of AS/NZS 1576.6	Engineer	Scaffolder
Cantilevered steel beams, trusses or ladder beams	Engineer	Scaffolder *Due to complexity, the designer may deem it necessary to have engineering inspections.
Cantilevered or spurred scaffold (greater than 6m high)	Engineer	Scaffolder
Bridging beams, truss or ladder beams (greater than 4.8m span or 6m of scaffold above)	Engineer	Scaffolder
Hung or drop scaffolds	Engineer	Scaffolder *Due to complexity, the designer may deem it necessary to have engineering inspections.
Independent free standing or guyed scaffold towers – greater than 4m TWP (including aluminium static or mobile tower more than 9m TWP)	Engineer	Scaffolder
Crane lifted scaffold	Engineer	Scaffolder and Crane Dogger
Access birdcages (with cladding or more than 20m TWP)	Engineer	Scaffolder
Mobile scaffold – greater than 4m TWP (excluding standard aluminium mobile scaffolds)	Engineer	Scaffolder
Stair tower – independent or attached (more than 20m high)	Engineer	Scaffolder

Type of Scaffold	Design verification	Initial inspection
Gantry or overhead protection structures	Engineer	Scaffolder
Loading bays (greater than 9m TWP or 2T)	Engineer	Scaffolder
Suspended scaffold (swing stage and supports)	Engineer	Engineer
Perimeter demolition scaffold (more than 9m high)	Engineer	Engineer
Public access structures (requiring Building Code of Australia compliance)	Engineer	Engineer
Tidal Zone Scaffolds *	Engineer	Engineer

Table 1: Scaffold Design Verification

**GPC Requirement above Code of Practice.*

Where a scaffolder/competent person is able to verify the design, this is to be documented on the GPC Scaffold Plan template or contractor supplied plan.

(i) Planned / routine

The workflow process to be followed and initiated by the relevant GPC Planner for planning and design of scaffolds that are part of work planned in advance or routine work is outlined in Appendix 2.

Where the scaffold is routine and can be established into a Safe Work Instruction or is part of work being planned with enough time in advance to complete the drafting process, the person planning the work shall arrange for the scaffold plan to be drafted into an approved drawing document. Design verification will be captured on the drafted document (by the required person as per Table 1).

Where an engineer is required to verify the design, a scaffolder can still develop the scaffold plan. The scaffold plan along with a photo of the scaffold build location is to be provided by the scaffolder to assist with the drafting. At the engineer's discretion, the engineer may require a visual inspection of the location where the scaffold is to be built.

The final verified drafting document will capture the scaffold build, all equipment/material requirements, location, designer details and engineering approval details. GPC Technical Services Team will maintain a register of design verified scaffold drawings.

The final verified drawing document can then be attached to any associated Safe Work Instructions or Work Orders by the relevant work group so it can be provided through in work packs and used as the approved scaffold plan.

(ii) Ad-hoc / emergency / breakdown

The workflow process to be followed for ad-hoc and emergency/breakdown planning and design of scaffolds by GPC employees is outlined in Appendix 3.

Where an engineer is required to verify the design and the Scaffolding work is ad-hoc (e.g. no approved drawing for scaffold plan exists yet) or deviates from a routine approved scaffold plan (e.g. based off a scaffold plan, not an approved drafting document), an engineer will provide direction around what is required to satisfy design verification requirements (e.g. visual inspection) prior to the Scaffold Tag being placed on.

(c) Job Safety Analysis (JSA)

(i) General Scaffolding Work

The risks associated with Scaffolding Work, and effective control measures, must be identified and detailed in a JSA or an approved contractor SWMS. Two common risks that need to be managed when conducting Scaffolding Work include falling objects and fall from height. The GPC Barricades Procedure and Work at Height Procedure are available to provide guidance on suitable control measures for these risks.

(ii) High risk construction work

All erecting and dismantling of Scaffolding is construction work as it involves the construction of a structure. Scaffolding will be classified as “**plant**” and “**structures**” under the WHS Act and covered by Parts 5 and 6 of the WHS Regulation.

If elements of the construction of a scaffold meet the criteria of “**High Risk Construction Work**” as defined under the WHS Regulation, the JSA must detail the requirements of a Safe Work Method Statement as required by the WHS Regulation.

(d) Tidal Zone Design

For Scaffolds that are built for GPC where any part of the installation is a “Tidal Zone” as described in this Procedure, the specific criteria must be met:

- (i) The Tidal Zone floor level must be mesh panels. Boards or planks must not be used.
- (ii) The design must give consideration to the installed deck heights and the frequency of submersion.
- (iii) The scaffold design must consider a marine growth allowance and detail a maintenance plan if needed.
- (iv) The scaffold design must consider a weak point i.e. Mesh to come loose before structural damage to manage external or environmental loads and must select appropriate fixings. The scaffold must be designed to allow removal of tidal level floor mesh for pending weather events or long duration of no use.
- (v) A Tidal Zone scaffold must be designed to withstand an uplift load of 2.3kpa from wave action with a 15% lateral load from any and all directions as a minimum unfactored load. The minimum acceptable design factor of safety is 1.5.

3.5 Erect / dismantle / modify scaffolding

All Scaffolding Work must be performed by trained and competent scaffolders and must be in accordance with the Scaffolding Code of Practice and the WHS Regulation. Unauthorised access to a scaffold must be prevented while a scaffold is incomplete.

The sequence of work must be planned in either the JSA or scaffold plan and followed for each type of scaffold to be constructed. What is constructed onsite must reflect what is in the scaffold plan.

(a) Fall arrest systems

Fall-arrest systems are not usually appropriate for erecting scaffolds. The sequence of work depicted in Figure 1 should be adopted where possible to avoid the need to use fall arrest systems. Fall-arrest systems should only be used during the following scaffold activities:

- (i) erecting or dismantling 'drop' or 'hung' scaffold where the scaffold is constructed from top to bottom, this allows for a clear fall zone, in the event of a fall;
- (ii) the fixing and removal of trolley tracks on suspension rigs;
- (iii) erecting or dismantling cantilevered needles and decking between the needles. Fall-arrest systems could also be used during the erection of the first lift of scaffolding where workers are standing on the deck between the needles;
- (iv) the erection and dismantling of cantilevered scaffolds prior to or when removing the initial platform; and
- (v) the attachment and removal of spurs projecting from the supporting structure.

Where a fall-arrest system must be used, the GPC Work at Heights Procedure must be complied with.

(b) Pre-use inspections

All scaffolding equipment is to be inspected by a competent scaffolder prior to using the scaffolding components. Any defective equipment must be tagged out and removed from service.

(c) Scaffold erection

The Scaffolding Code of Practice and WHS Regulation details safe methodology of erection and dismantling to ensure the scaffolders are not exposed to an unacceptable risk of falls. All erection of scaffolding must be in accordance with the Scaffolding Code of Practice and WHS Regulation.

This methodology requires, amongst other things:

- (i) Work from a full deck of planks whenever possible.
- (ii) Do not climb on guardrails to gain extra height.
- (iii) Do not climb on outside of scaffold.

An example of scaffold erection is shown in Figure 1. In this example the scaffold is being erected against an existing building so guardrails are only needed on external faces. Access ladders and toe boards have been omitted for clarity.

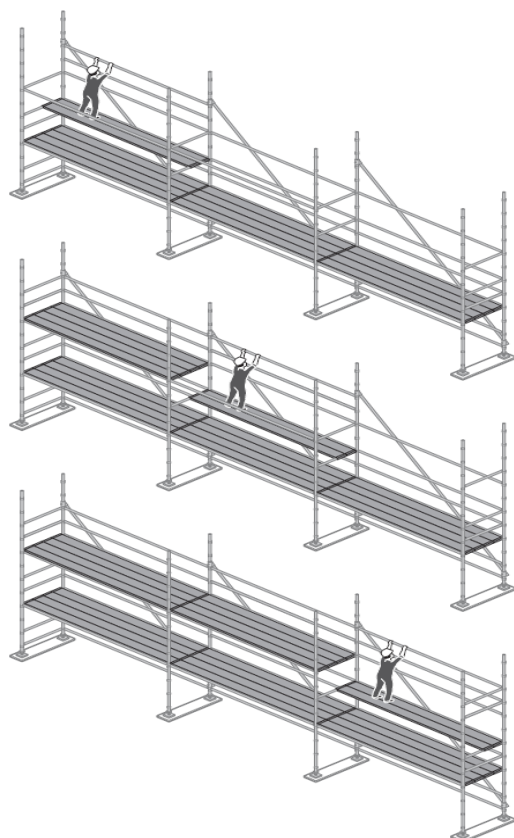


Figure 1: Erecting a scaffold

The safe scaffolding methodology shown in the above example details that after enough components of the scaffold have been erected to support it, immediately install:

- (i) a platform at least 450 mm wide along the full length of the section of scaffold, designed to support the platform, at the level the scaffolding has reached;
- (ii) edge protection across the space between the uprights forming the outer frame of the scaffold at the level the scaffold has reached; and
- (iii) a way to access the scaffold (e.g. temporary stairs or a ladder) to the level the scaffold has reached.

Before the next level of the scaffold is erected, a platform must be installed not more than 2 metres below the position of the next level. The platform must cover the full length and width of the section of scaffolding designed to support the platform at the level at which it is installed, other than a part of the section required to raise planks or other components of the scaffolding between levels.

When erecting scaffolding:

- (i) A section of the platform may be left open to allow the passing of planks or other scaffolding between levels.
- (ii) A platform may be removed after work has started two levels above the level from which the platform is to be removed.
- (iii) When installing or erecting scaffolds over or beside water, risk controls may include alternative erection methods, for example prefabrication away from the water and installation by crane.

The scaffolding must be checked and any defective scaffolding must be clearly marked with paint or tags so it is identified and can be removed from the work area to prevent use.

(d) Dismantling a scaffold safely

Similar to the safe scaffold erection work practices, the following safe work practices must be used when dismantling a scaffold:

- (i) Edge protection and any means of access to the scaffold can be removed as the scaffold is dismantled, provided it is removed at the last possible stage and that it remains in place while it is practicable to do so.
- (ii) Where possible, a platform of at least 450 mm wide at the level the dismantling has reached should be in place.
- (iii) Ensure when dismantling the scaffold the platform immediately below the level the worker is standing on has a full set of planks across its width and is no lower than 2 metres.
- (iv) A section of the scaffold may be left open to allow the lowering of planks or other scaffolding between levels.
- (v) Scaffolding must never be dropped in an uncontrolled way when dismantling the scaffold.

(e) Altering a scaffold

When altering a scaffold you must:

- (i) review the JSA to ensure no new hazards are present;
- (ii) consult the scaffold designer before making alterations;
- (iii) ensure you are competent to make the alterations;
- (iv) ensure scaffold alterations are in accordance with the scaffold plan, WHS Regulation and Scaffolding Code of Practice;
- (v) ensure alterations do not compromise the structural integrity of the scaffold; and
- (vi) ensure systems are in place to identify unauthorised interference with the scaffold e.g. regular inspections.

Minor non-structural changes to scaffold that deviate from the original scaffold plan (e.g. smaller bay size substitution, hop up moves, stair location, handrails) do not require additional engineering verification.

Undocumented structural changes that are required must be referred to the designer or engineer for approval and/or inspection based on the type of scaffold as defined in section 3.4(b).

Alterations from previously design verified scaffold plans can occur while the scaffold build is in progress. If re-verification is required (e.g. due to being a structural change), the scaffold build can continue however design re-verification must occur prior to the Scaffold Tag being placed.

(f) **Scaffold register**

A scaffold register needs to be maintained indicating location and details of all scaffold. Similarly once a scaffold is dismantled the scaffold must be removed from the scaffold register. The scaffolder is responsible for updating the scaffold register.

Scaffolds maintained by GPC Maintenance teams must be recorded on the GPC Scaffold Board located in the RGTCT Main Workshop.

Contractors must maintain their own scaffold register and this must be to the satisfaction of the GPC Representative. The Contractor must be able to produce a copy of their scaffold register upon request from the GPC Representative.

3.6 Safe use of Scaffolds

(a) **Working platforms**

Scaffold working platforms generally have a Rated Capacity of light, medium or heavy duty:

- (i) **Light Duty** – up to 225 kg per platform per bay including a concentrated load of 120 kg. Use examples include painting, electrical work, many carpentry tasks and other light tasks.
- (ii) **Medium Duty** – up to 450 kg per platform per bay including a concentrated load of 150 kg. Use examples include general trades work like tiling and light steel framing.
- (iii) **Heavy Duty** – up to 675 kg per platform per bay including a concentrated load of 200 kg. This heavy duty scaffold is needed for concrete block laying, bricklaying, concreting, demolition work and most other tasks involving heavy loads or heavy impact forces.
- (iv) **Special Duty** – has a designated allowable load as designed.

Workers accessing scaffolds to conduct their work must be aware of the platform load rating and ensure the loads are not exceeded.

(b) **Scaffold Tags**

A Scaffold Tag must be attached to scaffolds that are completed and safe for use. Personnel are not permitted to access a scaffold unless a green Scaffold Tag is displayed on the scaffold (this excludes the scaffolder erecting, modifying or dismantling the scaffold). The Scaffold Tag must show the competent scaffolder that built the scaffold, the load rating of the working platform and the last inspection date.

(c) **Scaffold handover or inspection certificate**

A person with management or control of a suspended, cantilevered, spur, hung or other scaffold from which a person or thing could fall more than 4 metres must receive written confirmation from a competent person that construction of the scaffold has been inspected, completed and is safe for use before the scaffold is used. A GPC template Scaffold Handover / Inspection Certificate is available and must include an 'As Built' scaffold plan issued by the Designer/ Inspector on complex scaffolds. Refer to Table 1 for inspection requirements. GPC will determine if/when a third party inspection is required before the scaffold can be put in service.

(d) **Scaffold inspections**

Scaffolds must be inspected by a competent person:

- (i) before the scaffold is used;
- (ii) before the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold;
- (iii) before use of the scaffold is resumed after repairs; and
- (iv) at least every 30 days.

It is important to note that initial inspections prior to use of the scaffold for compliance with scaffold plan and associated design documents must be carried out by the appropriate person as defined in the table in section 3.4(b) of this Procedure.

Ongoing and 30 day inspections may be completed by either a suitably qualified scaffolder or engineer.

The Scaffold Tag must be updated to show the inspection date. Scaffolds may need to be inspected more frequently based on the outcomes of a risk assessment or as directed by the designer on the scaffold plan.

An Inspection check sheet, refer Appendix 4, as a minimum must be completed and issued to the GPC Representative after each inspection.

All registered scaffolds are to be inspected for structural integrity after an extreme weather event before being used.

If an inspection of a scaffold indicates that a scaffold or its supporting structure creates a risk to health or safety, any necessary repairs, alterations and additions must be made or carried out and the scaffold and its supporting structure must be inspected again by a competent person before use of the scaffold is resumed.

(e) Risk management for work on scaffold

The work performed on a scaffold must be managed in accordance with the Safety Risk Management Procedure.

Work groups performing work activities on a scaffold must leave the area clean from falling objects, spills, waste and other leftover materials.

(f) Tidal Zone Scaffolds (Specific)

- (i) A Tidal Zone Scaffold Checklist must be used for the first access to a scaffold Tidal Zone after each submersion event (refer to Appendix 5). This checklist is to be completed by the workgroup or work group supervisor.
- (ii) The inspection frequency, if required above the 30 day inspection, must be identified by the designer on the scaffold plan.
- (iii) The entry point to a scaffold Tidal Zone area must be hard barricaded and signed to prevent inadvertent access and to prompt for the Tidal Zone Scaffold Checklist to be completed.
- (iv) Marine growth must be monitored on the scaffold and managed as per the designer's requirements. Marine growth must not be released to receiving waters.
- (v) The designer must specify a replacement schedule for perishable items such as ties, rope, lashings and other fasteners.
- (vi) The designer must specify trigger points and limits for reinspection to the approved scaffold plan after a weather event above the design.

3.7 Plant design registration

Prefabricated scaffolding is defined as an integrated system of prefabricated components manufactured in such a way that the geometry of assembled scaffolds is pre-determined. Prefabricated scaffolding can include modular, tower, cantilever, hung and suspended (swing-stage) scaffolds.

Prefabricated scaffolding must be design registered as required under Part 1 of Schedule 5 of the WHS Regulation.

The person with management or control of the prefabricated scaffolding must ensure the design registration number is kept where it is readily accessible in the vicinity of the scaffolding at all times. When hiring prefabricated scaffolding, the supplier must provide the design registration number, usually on the supply docket or agreement.

For registered plant like prefabricated scaffolding, a record of all commissioning and decommissioning, tests, inspections, maintenance, alterations and dismantling must be kept.

Further information on plant registration is in the Managing risks of plant in the workplace Code of Practice.

3.8 Emergency plan

If the construction or dismantling of the scaffold requires the use of a fall arrest device, a Fall Arrest Rescue Plan must be completed.

The risk assessment / scaffold plan for cantilevered hoists, hung scaffolds (including scaffolds hanging from tubes, wire ropes or chains) and suspended scaffolds must detail any emergency response planning in addition to the site emergency management procedures.

3.9 Records management

All GPC design verified scaffold plans are to be handed in by the scaffolders as part of the completed work pack at the completion of the work to allow an electronic copy to be maintained. Copies of contractors scaffold plans are to be provided by the contractor to the GPC Representative who will store this on the project file.

4 Roles and responsibilities

Key responsibilities and accountabilities are summarised below:

Role	Responsibilities
General Managers	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">Ensuring that GPC has adequate resources and systems in place for the supply of suitable Scaffolding equipment and training in the appropriate use of such equipment.Providing adequate resources to ensure the effective monitoring and management of the requirements of this Procedure.Ensuring compliance with this Procedure throughout GPC.
Managers	To ensure that GPC complies with its obligations by:

Role	Responsibilities
	<ul style="list-style-type: none"> • Ensuring that established systems are promoted, understood and complied with. • Conducting inspections to ensure Scaffolding equipment is being used effectively and the Procedure is being met. • Managing non-conformances with this Procedure.
Superintendents, Specialists or Project Managers	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring that appropriate investigations are conducted into any non-conformance with this Procedure. • Conducting inspections to ensure Scaffolding equipment is being used effectively and this Procedure is being met. • Managing non-conformances with this Procedure.
Supervisors, GPC Representative, GPC Contract Supervisor	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Conducting inspections to ensure Scaffolding equipment is being used effectively and this Procedure is being met. • Ensuring that Scaffolding equipment is readily accessible to all Employees. • Ensuring Workers are conducting risk assessments to determine adequate controls required for tasks. • Ensuring compliance with this Procedure. • Managing non-conformances with this Procedure.
Planners	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Identifying the need for scaffold as part of routine / planned work. • Arranging scaffold design verification and inspection activities for GPC scaffolders as required. • Arranging drafting of Scaffold Plans associated with routine / planned work.
GPC Safety Team	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Providing relevant advice in managing the risk of Scaffolding equipment. • Monitoring compliance with this Procedure.

Role	Responsibilities
	<ul style="list-style-type: none"> Supporting team leaders in the interpretation of legislation and the application of this Procedure. Keeping abreast of legislative requirements and standards relating to managing risks of Scaffolding equipment and sharing relevant information to work groups.
Workers and Port Users	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> Attaining and maintaining training and competency in the correct use of Scaffolding equipment to be used. Reporting any defective or damaged Scaffolding equipment supplied by GPC to their Supervisor / Superintendent / GPC Representative. Not wilfully or recklessly damaging, interfering or misusing Scaffolding equipment. Complying with this Procedure.

5 Appendices

5.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

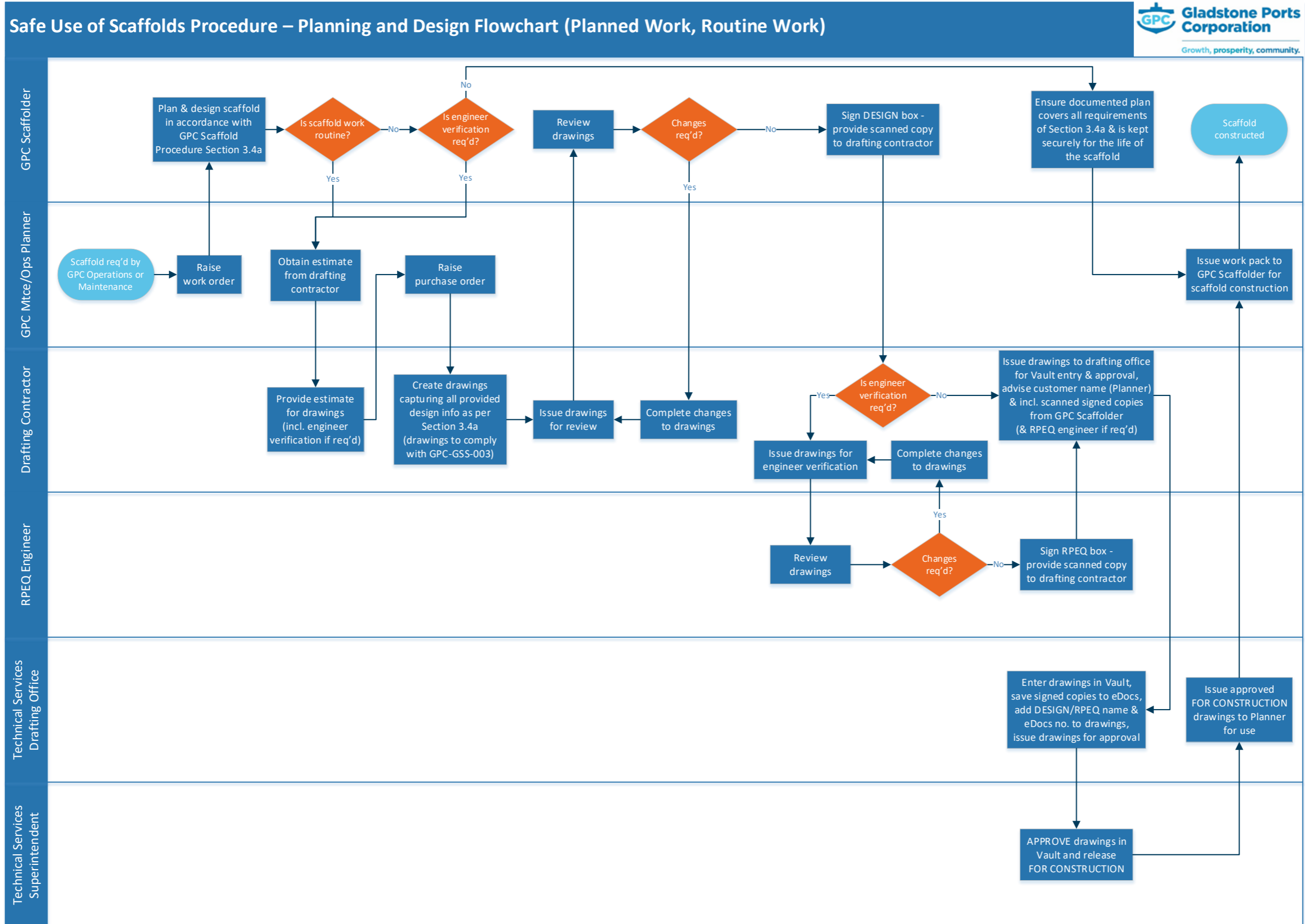
Type	Legislation/regulation
State Acts	<p><i>Work Health and Safety Act 2011 (Qld)</i></p> <p><i>Work Health and Safety Regulation 2011 (Qld)</i></p>
Other	<p>Scaffolding Code of Practice</p> <p>Managing risks of plant in the workplace Code of Practice</p> <p>Safe design of structures Code of Practice</p> <p>Safe Work Australia Guide for safe design of plant</p>

(b) **Gladstone Ports Corporation documents**

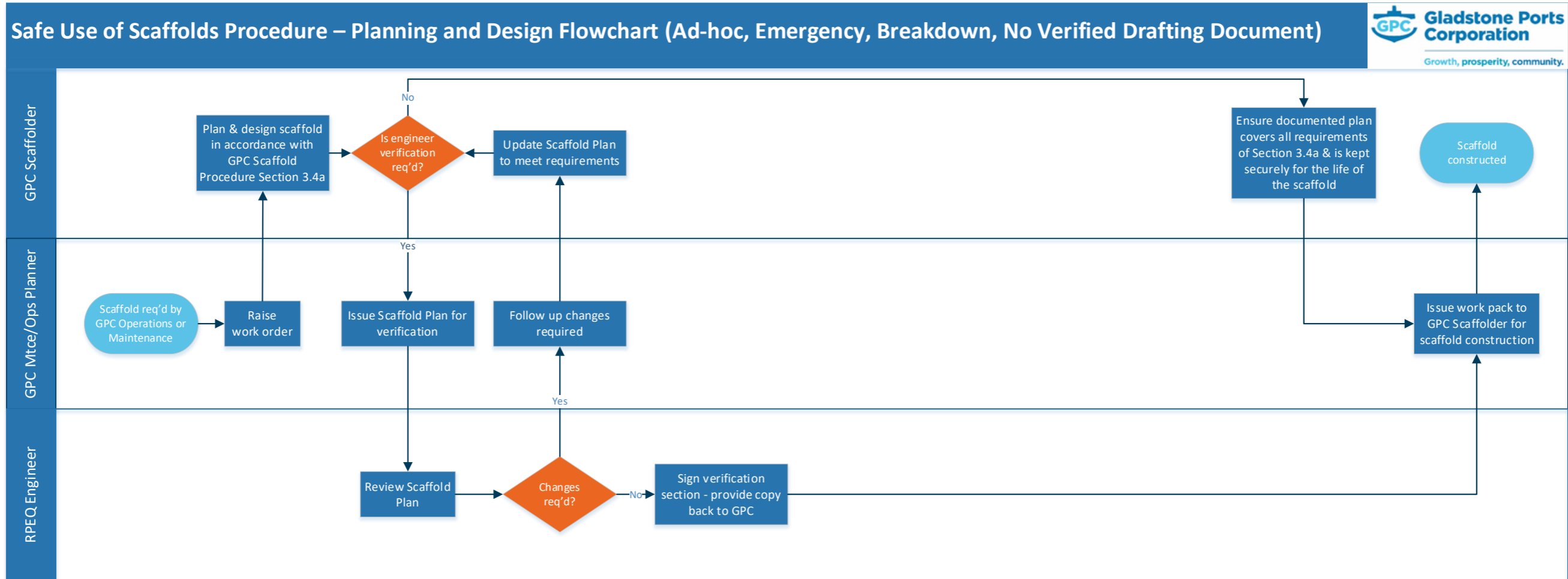
The following documents relate to this Procedure:

Type	Document number and title
Tier 1: Policy	#365624 Safety Policy
	#1412364 Enterprise Risk and Resilience Policy
Tier 2: Standard/Strategy	#854303 Safety Management Framework Standard
Tier 3: Specification/ Procedure/Plan	#123483 Work at Heights Procedure
	#1516431 Traffic Management Procedure
	#1516450 Safe Operation of Mobile Equipment Procedure
	#1285540 Safety Risk Management Procedure
	#123526 GPC Barricades Procedure
Tier 4: Instruction/Form/ Template/Checklist	#1599473 Scaffold Inspection Checklist
	#1599489 Scaffold Inspection / Handover Certificate
	#1599462 Scaffold Plan Template
	#1621179 GPC Corporate Glossary Instruction
	# 1804163 Tidal Zone Scaffold Prestart Checklist
Other	N/A

5.2 Appendix 2 – Planning and Design Flowchart for SWI development or when work is planned in advance



5.3 Appendix 3 – Planning and Design Flowchart for Ad-hoc, Emergency, Breakdown, Situations where No Verified Drafting Document Exists



5.4 Appendix 4 – Scaffold Inspection Checklist

1 Scaffold vicinity

- Has public protection been provided?
- Have sufficient safeguards against overhead electric lines been provided?
- Is there sufficient control over vehicle movement?
- Is there sufficient control over crane operation?
- Are there sufficient controls for the storage, handling and use of hazardous chemicals?
- Are scaffolds erected a safe distance away from trenches or excavations?

2 Supporting structure

- Is the supporting structure in good condition?
- Does the supporting structure have adequate strength?
- Are there sufficient controls to prevent deterioration of the supporting structure?
- Are all measures to strengthen the supporting structure adequate?
- Is the risk of the supporting structure being overloaded from other sources adequately controlled?
- Is the scaffold built on solid ground? If built on soft ground are soleboards used to properly distribute the load?

3 Soleboards and baseplates

- Are there sufficient soleboards?
- Are the soleboards of suitable material and in a serviceable condition?
- Are the soleboards secure?
- Are there sufficient baseplates?
- Are the baseplates of the appropriate type?
- Are the baseplates serviceable and of suitable dimensions?
- Are the baseplates secure?

4 Scaffold structure

- Are the standards bearing firmly?
- Are the standards plumb (or as designed)?
- Are the longitudinal standard spacings correct?
- Are the transverse standard spacings correct?

- Are the joints in standards correctly positioned?
- Are the joints in standards correctly secured (special duty or hung scaffold)?
- Are the ledgers level (or as designed)?
- Are the ledgers continuous (or as designed)?
- Are the lift heights correct?
- Are the horizontal ledger spacings correct?
- Are the ledgers correctly secured?
- Are ledger joints correctly positioned (tube and coupler scaffold)?
- Are the joints in ledgers correctly secured (tube and coupler scaffold)?
- Are there sufficient transoms/putlogs?
- Are the transoms/putlogs correctly positioned and secured?
- Is the bracing adequate?
- Is the scaffold sufficiently stable?
- Are the ties correctly positioned and correctly fixed?
- Has mixing of components been approved in writing by a competent person?

5 Platforms

- Does the scaffold have the required number of working platforms?
- Are the working platforms at the required locations?
- Are catch platforms correctly positioned?
- Are the platforms and supporting scaffold constructed for the appropriate duty live loads?
- Are the platform dimensions suitable for the intended work?
- Is there satisfactory edge protection?
- Are the platforms correctly constructed?
- Are planks secured against wind?

6 Entry and exit

- Is there safe entry and exit to every scaffold platform?
- Are temporary stairways correctly installed?
- Are portable ladders of an industrial grade, serviceable and correctly installed?

- Are entries, exits and access platforms correctly installed?

7 Containment sheeting

- Has the scaffold been designed for wind loading on containment sheeting?
- Has the retention of rainwater and its effect on increasing weight been considered?
- Are the fixing ties secure?
- Are there rips or tears?
- Are the overlap joints satisfactory?
- Is containment sheeting adequately removed from Tidal Zone when not in use?

8 Mobile scaffolds

- Is the supporting surface hard and flat?
- Is the area of operation free of floor penetrations, overhead electric powerlines and other hazards?
- Are floor penetrations covered?
- Are the castor wheel locks in working order? They should be locked at all times, except during movement of the scaffold.

9 Tidal Zone Requirements

- Is there any noticeable damage to any supporting structure or scaffold (bent tubes, beams, mesh panels etc.)?
- Is there excessive corrosion or marine growth on the scaffold?
- Are all the flooring sections (mesh panels etc.) in place and secure?
- Is the flooring secured against wave action?


10 General fitness for purpose

- Is there adequate provision for material handling?
- Are the clearances between the scaffold and adjacent structures correct?
- Is there protection from falling debris?
- Has the scaffold been adequately and safely designed to support all attachments?
- Are all approaches and platforms effectively lit?

NOTE – This checklist is available in a form format in e-Docs (#1599473).


5.5 Appendix 5 – Tidal Zone Scaffold Prestart Checklist

This Tidal Zone Scaffold Prestart Checklist is available in a form format in e-Docs (#1804163). The latest version should be accessed from Neptune or eDocs.



TIDAL ZONE SCAFFOLD PRESTART CHECKLIST

TO BE COMPLETED AT THE START OF EACH SHIFT AND/OR IF SCAFFOLD HAS BEEN SUBMERGED



DATE:		TIME:	
NAME:		WORK CREW:	
LOCATION:			
SCAFFOLD TAG DATE:		NEXT SCAFFOLD INSPECTION DATE:	

VISUAL INSPECTION

1.	Are there any issues at the entry or exit to the scaffold making it unsafe for access?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Are there any issues with ladders or stairways making it unsafe to access?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Is there any noticeable damage to any supporting structure or scaffold (bent tubes, beams etc.)? <i>(Record damage in observations section below)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Are any fixings (hold down bolt, lashing, etc.) missing, damaged or in poor condition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Are all the flooring sections (mesh panels etc.) in place and secure?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Are there any loose components that could possibly affect the structural integrity of the scaffold?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	Is there anything else that would make using this scaffold unsafe?	<input type="checkbox"/> YES <input type="checkbox"/> NO

ENVIRONMENT

8.	Has there been any significant weather events in the last 24 hours?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Has there been any larger than normal tides (king tides, storm surge etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO

If the answer to any questions above is 'YES', a scaffolder **MUST** be engaged to inspect and rectify defects prior to entry.

OBSERVATIONS

COMPLETED BY:	
SIGNATURE:	
DATE:	

DOCSCQPA-#1804163-v1-Template__Tidal_Zone_Scaffold_Pre-Start_Checklist.docx

5.6 Appendix 6 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
07/10/2020	Initial document creation (includes HSF legal review).	Joshua O'Donohue, Safety Specialist	Tony Young, Safety & Training Manager	Rowen Winsor, People Community & Sustainability General Manager
24/11/2021	Update following changes to Scaffolding Code of Practice.	Kirsty Iszlaub, Safety & Training Specialist - Systems	Tony Young, Safety & Training Manager	Ged Melrose, Acting Operations General Manager
28/02/2023	Tidal Zone update.	Andrew Smith, Unloading Engineering Superintendent	Tony Young, Safety & Training Manager	Richard Haward, Executive General Manager Safety & ESG