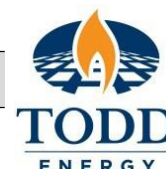


# PTW Safety Checklist No. 55



## ERECTION OR DISMANTLING OF SCAFFOLDING

Other Checklists that may be relevant:		71
Permit Number:		Date:
Rev 3.2	Issue Date: 04/10/2023	Authorised By: PSM

**CAUTION:**

- 1 Erecting, altering, or dismantling of scaffolds shall be completed as per the Best Practice Guidelines for Scaffolding <http://construction.worksafe.govt.nz/guides/scaffolding-in-new-zealand/>
- 2 Checklist 88 Prevention of Dropped Objects from Height not required as covered in item 21.

**SECTION ONE- ERECTION OR DISMANTLING of SCAFFOLDING:**

Section ONE of this checklist must be completed for all permits.



PRIOR TO PERMIT ISSUE:

Y N N/A

- |   |   |
|---|---|
| <p>3 During Work at Height is there a possibility of serious harm from a fall less than 2.8m? Is there any risk that a person may fall greater than 1.8m?<br/>If answer is Yes, appropriate fall protection is required. All persons wearing fall protection shall hold or be supervised by a person holding NZQA unit standard 15757, 23229, 25045 or a NZ Scaffolding Qualification.<br/>Name: _____ NZQA Unit held: _____<br/>Name: _____ NZQA Unit held: _____<br/>Name: _____ NZQA Unit held: _____</p> <p>4 If a special scaffold is to be erected, a structural engineer has approved the design for its intended use.</p> <p>5 Protective measures shall be provided for scaffolds in close proximity to hazards such as heat, electricity, vibration and rotating equipment.</p> <p>6 Ensure the scaffold will not restrict operability of valves, instruments, controls, or emergency equipment e.g.: line of sight gas detectors.</p> <p>7 Consider piping thermal expansion and well grown.</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> |
|---|---|

**PRIOR TO COMMENCING TASK:**

- |  |  |
|--|--|
| <p>8 High pressure fittings and other vulnerable process equipment identified, and protection has been put in place where appropriate.</p> <p>9 Avoid walking on insulated and lagged surfaces that can be easily damaged.</p> <p>10 Does the design of the scaffold allow for rescue and evacuation of personnel?</p> | <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> |
|--|--|

- |  | Y                        | N                        | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 11 Consider body or head strike and trip hazards when erecting scaffold.<br>Where a hazard is identified, ensure additional protection i.e., Head wrap / padding and or signs and barriers are installed, or further scaffold installed to ensure the hazard area cannot be used as a walkway. | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| 12 Signs and barriers are placed as per <a href="#">Temporary Barriers and Barricades Standard Operating Procedure.pdf</a> .   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| 13 Completed scaffolds have been inspected, entered in the register and have correct 'Scaff Tags' attached to access points? Reinspection's are planned.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **SECTION TWO - WORKING AT HEIGHT:**

**Section TWO of this checklist must be completed when working at height, at or above 1.8m, or if serious harm could result from a fall of less than 1.8m. (tick as appropriate)**

<input type="checkbox"/>	<input type="checkbox"/>
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### **PRIOR TO PERMIT ISSUE:**

- 14 Appoint a Safety Observer to oversee the Work at Height:  
Name: \_\_\_\_\_
- 15 A Recovery Plan has been developed to recover suspended person. Confirm the Permit Issuer (PI) has approved the plan and all personnel in the work party and recovery team have read and understood the Recovery Plan.
- 16 All members of the Recovery Team are appropriately trained for the recovery techniques as stated in the plan.  
Nominate the Recovery Team.  
\_\_\_\_\_  
\_\_\_\_\_
- 17 Anchor points are in good condition and appropriate
- 18 Live aerials, power lines, gantry cranes have been confirmed isolated before any work in or near them commences.
- 19 Persons wearing fall protection should hold or be supervised by a person holding NZQA unit standard 15757, 23229,25045 or a NZ Scaffolding Qualification.  
Name: \_\_\_\_\_ NZQA Unit held: \_\_\_\_\_  
Name: \_\_\_\_\_ NZQA Unit held: \_\_\_\_\_  
Name: \_\_\_\_\_ NZQA Unit held: \_\_\_\_\_

### **PRIOR TO COMMENCING TASK:**

- 20 All members of the work party are trained or appropriately supervised by a competent person, in the correct fitting and application of all work at height equipment that is to be used in the work.
- 21 Tools and equipment to be used for the work are suitably contained or restrained to prevent dropped objects.
- 22 Confirm all equipment to be used for work at height has current certification.
- 23 Confirm that work at height party have had 'Buddy Checks' completed.
- 24 Confirm that the [Adverse Weather Working Guidelines](#) (PRD-ACT03-003) have been referenced to ensure environment conditions are suitable for the work being undertaken.

**ON COMPLETION OF TASK:**

- |   | Y                        | N | N/A                      |
|---|--------------------------|---|--------------------------|
| 25 Inspection of work area completed to ensure that no tools or equipment have been left at height. | <input type="checkbox"/> |   | <input type="checkbox"/> |
| 26 All tools used at height are accounted for.  | <input type="checkbox"/> |   | <input type="checkbox"/> |

**SECTION THREE - WORKING OVER WATER (WOW):**

**Section THREE of this checklist must be completed when working over water.**

**PRIOR TO PERMIT ISSUE:**

- |  | Y                        | N | N/A |
|--|--------------------------|---|-----|
| 27 Working over Water is defined as:<br><b><i>Any work at height activity undertaken outside the confines of passive fall protection systems<sup>1</sup> and where there is a potential to fall into water<sup>2</sup> if active fall protection barriers<sup>3</sup> fail or are missing.</i></b> | <input type="checkbox"/> |   |     |

<sup>1</sup> Passive fall protection consists of components and systems that do not require any action on the worker's part, and may include,

- Dedicated fixed guard rails around structures.
- Access or work platforms erected to code.
- Certified scaffolding, etc.

<sup>2</sup> e.g., rivers or streams, swamps, lakes, ponds, holding tanks, etc.

<sup>3</sup> Active fall protection is made up of components and systems that require some manipulation by the worker to make the protection effective. These systems include,

- Harnesses.
- Lanyards and their attachments.
- Component parts such as rope-grabbing devices.
- Lifelines.
- Fall arresters and shock absorbers fall-arresting systems; etc.
- Rescue equipment that includes, descenders, ascenders, pulley systems, etc.

All active systems begin with an anchorage point and have some components connected to the worker.

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| 28 Ensure river conditions are acceptable if working over rivers, especially after heavy rain or high flows.   | <input type="checkbox"/> |  | <input type="checkbox"/> |
| 29 A minimum of 2 people is required when WOW is undertaken of whom 1 shall be a dedicated Watch/ Rescue person. (Watch/ Rescue person must have Rope Access competencies and be ready to carry out a rescue if required). | <input type="checkbox"/> |  |                          |

Name dedicated Watch/ Rescue Person; \_\_\_\_\_

- |  |                          |  |  |
|--|--------------------------|--|--|
| 30 All personnel working over water are to wear: <ul style="list-style-type: none"><li>• Head protection.</li><li>• Self-inflating lifejacket.</li></ul> | <input type="checkbox"/> |  |  |
| 31 The Watch/ Rescue Person shall be in radio contact with the control room in case of an emergency.   | <input type="checkbox"/> |  |  |