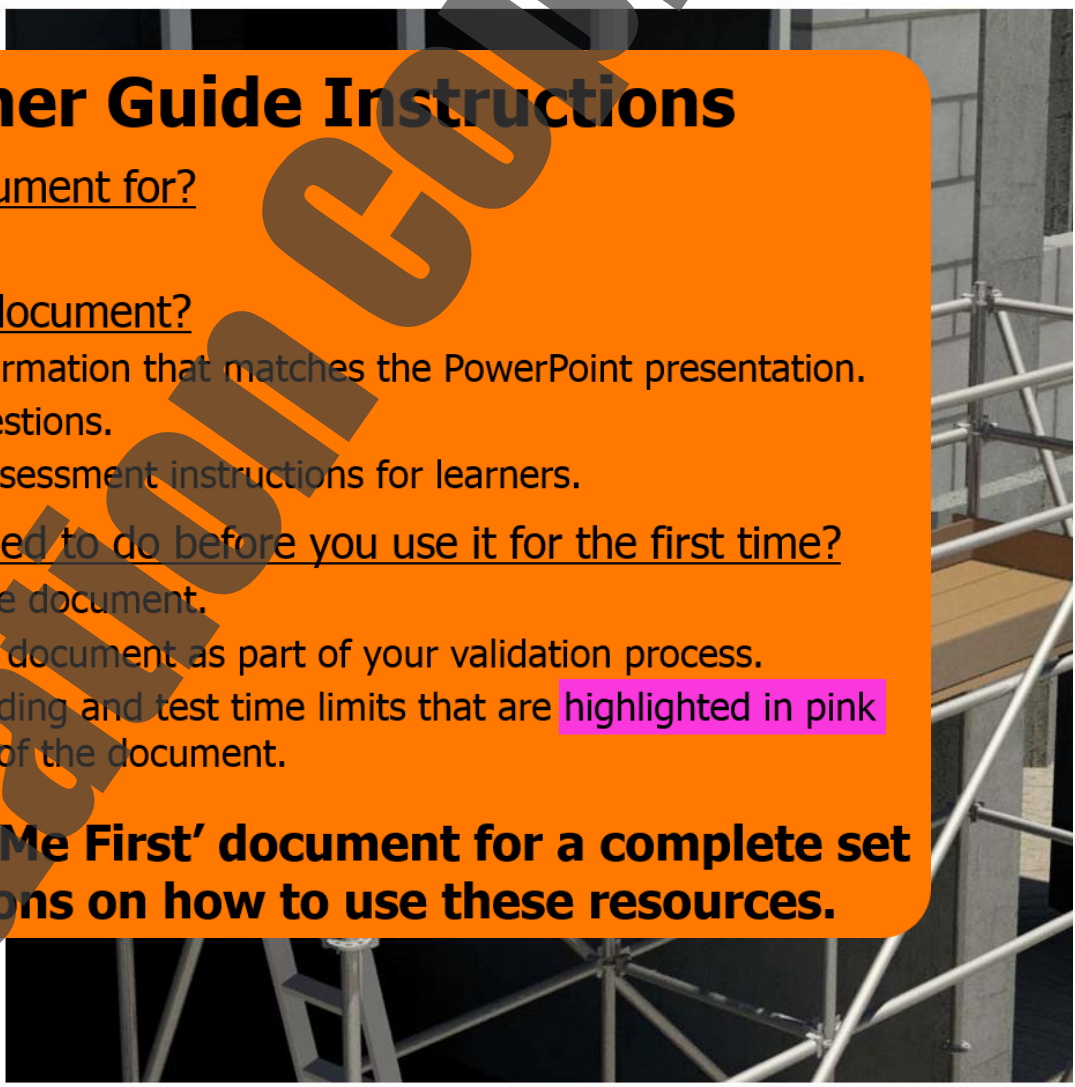
CPCCCM2010

Work Safely on Scaffolding Higher than Two Metres



Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

LEARNER GUIDE

CPCCCM2010 Work Safely on Scaffolding Higher than Two Metres

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- ☐ Course Information.
- ☐ Review Questions.
- ☐ Practical Assessment overview and instructions.

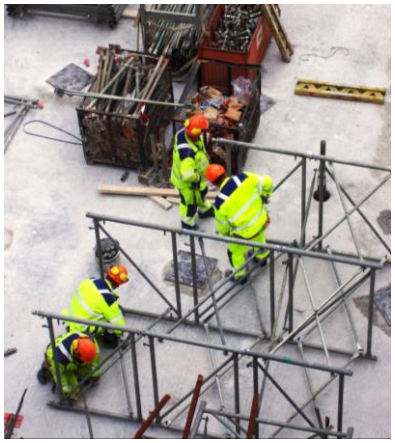
Table of Contents

1.1 Introduction

This course is based on the national unit of competency **CPCCCM2010 Work Safely on Scaffolding Higher than Two Metres**.

You will learn about:

- Preparing for work on scaffolds higher than 2 metres.
- Safely accessing the work area at heights.
- Completing your work at heights as safely as possible.
- Exiting from the work area and transferring all materials, tools and equipment safely back down to the ground.



This course looks at ways you can work safely on construction sites where the work activity involves working above two metres from ground level and where fall protection measures are required. This includes working on roofs and in double story houses.

This course does not allow you to erect a scaffold, but will give you the knowledge you need to make sure you stay as safe as possible when working up on a scaffold.

The knowledge and skills in this course apply to construction work on residential and commercial work sites in new construction, renovation or refurbishment, and maintenance projects.

Working at heights includes any situation where a worker, or other nearby person, is exposed to a risk of falling (from one level to another) that is likely to cause injury to the worker or person.

Do not ever work on the open framework of a scaffold without fall protection systems in place. Guard rails and mid rails must be in place before you begin work.

1.1.1 Safety Guidelines for Work at Heights

Type	Description	Example
Legislation, Laws & Acts	These are laws that you have to follow.	Work Health and Safety (WHS) Act
Regulations	These explain what the law means.	Work Health and Safety (WHS) Regulations
Codes of Practice	These are instructions on how to follow the law, based on industry standards.	◆ Safe Work Australia Model Code of Practice – Preventing Falls in Housing Construction
Australian Standards	These outline the minimum requirements for a job, product or hazard.	◆ AS 6001 Working platforms for housing construction ◆ AS/NZS 1576 Scaffolding – General requirements ◆ AS/NZS 4576 Guidelines for scaffolding
Work Instructions	Instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.	◆ Safe Work Method Statement (SWMS). ◆ Job Safety Analysis (JSA). ◆ Safety Data Sheet. ◆ Safe Work Practices. ◆ Safe Operating Procedure. ◆ Work Permits.

1.1.2 How to Keep Everyone Safe

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.

To keep yourself and other workers safe you need to:

- Follow your instructions.
- Follow all workplace rules.
- Make sure all equipment is safe to use.
- Carry out your work safely.
- Report any problems.

If you think something is dangerous tell your boss or supervisor as soon as possible.

Your worksite will also have instructions for working safely including:

- Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- Handling hazardous materials.
- Safe operating procedures.
- Personal protective clothing and equipment.
- Safe use of tools and equipment.

Talk to your WHS representative or supervisor if you have any questions about legislative requirements relating to your work.

1.1.3 Types of Scaffolds

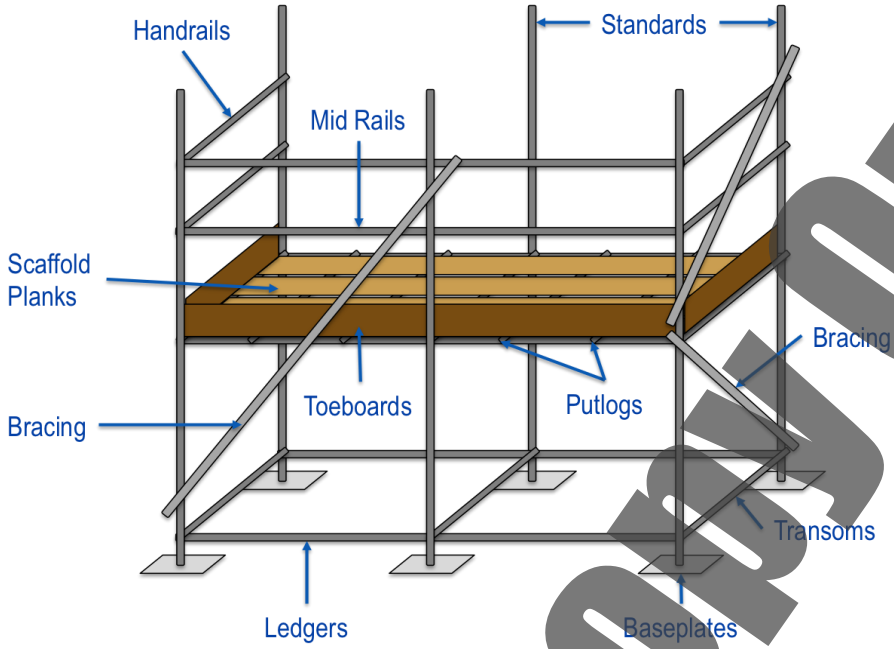
Depending on the kind of construction being done there are a range of scaffolds that you may need to conduct your work from, or use to access the work area.

Listed here are some examples of common types of scaffolds:

Name	Description	Example
Mobile Scaffold	A **Mobile Scaffold** is an independent, free-standing, movable scaffold mounted on castors. Mobile scaffolds are useful for maintenance where multiple points must be accessed.	
Tube and Coupler	A **Tube and Coupler Scaffold** is erected using scaffold tubes connected with couplers. These are useful where the scaffold must be erected in a specific shape to match a structure, or where prefabricated scaffolds will not meet the requirements of the task.	
Tower Scaffold	A **Tower Scaffold** can be a mobile, modular, or tube and coupler variety. Tower scaffolds are generally fitted with a single work platform with ladder access and have only 2 rows of standards. Tower scaffolds are popular where there is a limited amount of space to erect a scaffold.	

1.1.3.1 Parts of a Scaffold

The diagram below outlines some of the basic components of a scaffold structure.



It is good for you to have a knowledge of these terms, especially if you need to report an issue.

1.1.3.2 Scaffold Duty

Scaffold working platforms are generally rated as light, medium or heavy duty:

Duty	Rated Capacity*	General Use
Light	Up to 225kg per bay.	◆ Painting. ◆ Electrical work. ◆ Carpentry tasks. ◆ Other light tasks.
Medium	Up to 450kg per bay.	◆ General trades work.
Heavy	Up to 675kg per bay.	◆ Bricklaying. ◆ Concreting. ◆ Demolition work. ◆ Other work tasks involving heavy loads or heavy impact forces.

*Rated capacity applies per bay. A scaffold bay is the section of a scaffold confined within 4 standards, ledgers and transoms placed at right angles.

The scaffold capacity includes the weight of people (which is taken to be a nominal 80 kg) plus the weight of any materials, tools and debris on the working platform.

As an example, a properly constructed mobile scaffold with a light duty platform can safely support:

- 1 worker and 145 kg of tools and material.

OR

- 2 workers and 65 kg of tools and materials.

1.1.3.3 Scaffold Safety Requirements

The code of practice '**Preventing Falls in Housing Construction**' outlines the following requirements when work is performed from a scaffold:

Requirements:

- Workers must be aware of the load that the scaffold platform can safely support (including personnel, materials, tools and equipment).
- No alterations can be made to the scaffold including removing parts while the work is being done.
- Scaffold platforms need to be kept tidy to avoid tripping hazards and accidental dropping of debris from heights.
- Under no circumstances can workers access an incomplete or defective scaffold.

Specifically for mobile scaffolds the following requirements must be followed to ensure the safety of all personnel:

1. The scaffold must be level and plumb at all times.
2. The scaffold must be kept clear of overhead hazards (powerlines) and hazards at ground level (open floor edges, trenches, excavations).
3. The castors must be locked before the scaffold is accessed.
4. The scaffold cannot be moved while workers are up on the platform.
5. The scaffold platform is only accessed using internal ladders.

Review Questions

1.	What is the name of the code of practice relevant to working on scaffolds in the construction industry?	☐

2.	List 2 examples of Australian standards relevant to scaffolding or housing construction.	☐
1. 2.		

1.2 Identify Work Requirements

You need to be clear about what work you will be doing. Make sure you have access to the details of the job before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.

1.2.1 Locate the Work Area

The SWMS will outline the details of the work area and identify any factors you should be aware of. This includes:

- **The Site** – Is there clear access for all equipment? Are there obvious obstructions, buildings, structures, facilities or trees in the way? What are the ground conditions like?
- **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- **Facilities and Services** – Are there power lines or other overhead or underground services to think about?
- **Traffic** – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs to isolate the area?
- **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?

1.2.2 Get Your Work Instructions

You need to make sure you have all of the details about the kind of work you will be doing:

The Task
What is the job? What materials will you be using? How many people will be working with you?

Tools and Equipment
What tools and equipment will be needed to complete the job? How much room do they need?

Communications
How are you going to communicate with other workers?

Procedures and Rules
Do you need any special permits or licenses? Are there site rules that affect the way you will do the work?

Types of work done on scaffolds includes:

- Construction.
- Repair work or maintenance.
- Cleaning.
- Painting.
- Installing or removing plant or equipment.

1.2.3 Safe Work Method Statements

Worksites require a safe work method statement (SWMS) before any high risk construction work can start.

A safe work method statement is a set of instructions that breaks down the job into steps and identifies hazard, safety and equipment requirements for each part of the job.

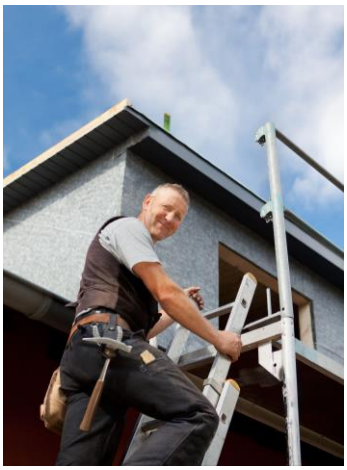
All hazard controls relating to identified hazards are documented in the SWMS and must be followed to ensure safety.

These documents are also known as a Work Method Statement (WMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

1.2.3.1 Get Specific Work Details from the SWMS

Safe work method statements must include information and guidelines for:

- Establishing exclusion areas using signage and barricades.
- Identifying hazards and assessing risks associated with work site and job tasks.
- Health and safety and environmental requirements mandated by regulatory authorities, work site safety plan, and workplace procedures.
- Identifying risk control measures to be implemented for job tasks.
- Safe operating procedures for:
  - Accessing, moving within, and leaving work site.
  - Moving and placing tools, equipment and materials.
- Using tools and equipment, including PPE, prescribed by legislation, regulations, and work site and workplace requirements.
- Using tools and equipment at heights.



Scaffolds are accessed in a number of ways depending on their size and the general conditions of the work site (location of equipment, ground stability, obstructions).

The most common ways to access a scaffold is to use a ladder (or stairwell on larger scaffolds). Ladders should be fixed in position on the inside of the scaffold. Tower and mobile scaffolds often have an internal ladder as part of the design.

Where ladder access is installed within the scaffold (such as with mobile frame scaffolds) through the floor of the working platform it is important that the opening is adequately protected. To do this you may use:

- Trapdoors.
- Gates.
- Edge protection.

Depending on the size and height of the scaffold you may use other equipment to safely gain access to higher working platforms. This could include elevating work platforms (scissor lift or vertical lift), personnel hoists or mast climbers. It is not safe to rely on hoists as the only way of accessing a scaffold and there must be alternative ways of exiting the scaffold.

Your SWMS will list the method that you need to use to access or exit from the work platform of the scaffold. Do not attempt to use any method other than the one listed in the SWMS. It has been chosen for safety reasons based on the job and site conditions.

The SWMS will also outline the specific details of how you need to move tools, equipment and materials up onto the scaffold. In construction work it is common to use a conveyor (shifting tiles) or a materials hoist (sometimes called a barrow hoist). Larger loads of materials may need to be transferred by a crane or other load shifting plant.

A gin wheel may be installed on the scaffold. This can be used to transfer smaller items up to or down from the scaffold platform.

It may be unsafe to attempt to carry large tools and equipment, especially up ladders where you may accidentally drop items, or lose your balance and fall. If you are using a scissor lift to access the scaffold platform you can also raise your tools and equipment with you.

1.2.3.2 Safety Data Sheets

A Safety Data Sheet (SDS) is a detailed document outlining the risks and hazards associated with handling chemicals and other materials. Sometimes they are called a Materials Safety Data Sheet (MSDS).

The SDS will contain details that can help you to identify:

Basic Details of the Chemical or Material	Name, type and identification number.
Hazards Associated with the Material	Whether it is flammable or corrosive.
Safe Handling and Storage Procedures	PPE to use, sealed containers or storage temperatures.
Emergency Procedures	What to do if the chemical or material gets out of hand.
Disposal Procedures	Suggestions for removing the chemical or material from the site.

It will be issued by the manufacturer and may or may not include material handling methods.

Review Questions

3.	Where would you find details about the site of the work?	☐

4.	What types of building and construction work are commonly done on scaffolds?	☐

5.	What is a Safe Work Method Statement?	☐

6.	What are 3 ways that you can access a scaffold working platform?	☐

1.

2.

3.

7.	What equipment could you use to move tools, equipment and materials up to the work area?	☐

8.	What details would you find on a Safety Data Sheet?	☐

1.3 Select and Check Safety Equipment

Before you use any equipment, tools or plant you MUST work with your supervisor or team leader to check that the equipment is in safe working order. You can check the manual or instructions for how to inspect, use, clean, maintain and store the item.

1.3.1 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is clothing and equipment designed to lower the chance of you being hurt on the job. Most worksites require workers to wear PPE before they enter the site. PPE includes:

- **Head protection** – hard hats and helmets.
- **Foot protection** – non-slip work boots.
- **Hand protection** – gloves.
- **Eye protection** – goggles, visors or glasses.
- **Ear protection** – plugs or earmuffs.
- **Breathing protection** – masks or respirators.
- **High-visibility clothing** – clothing that makes you stand out and lets other people know where you are.
- **Weather protection** – clothing that protects you from the sun or from the cold.
- **Fall prevention** – safety harnesses, lanyards and other equipment that stops you from falling from height.

PPE needs to be kept in good condition and replaced if it becomes damaged or defective.

It is the last line of defence for protecting the individual from workplace hazards and risks but will only be effective if it is worn correctly, adjusted to fit the individual and properly maintained.

1.3.2 Reporting Faulty Equipment

If you find anything wrong during your checks you need to:

1. **Tag and isolate** (remove from service) the damaged or defective item to stop anybody else using it.
2. **Write down the details** of the problem in the logbook or on the inspection checklist. Give as much detail as possible.
3. **Report the fault** to your supervisor or another authorised person.

Review Questions

9.	List 5 examples of PPE.	☐

1.

2.

3.

4.

5.

10.	What should you do if you find a faulty piece of PPE?	☐