

CPCCLSF2001

Licence to Erect, Alter and

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

CPCCLSF2001 Licence to Erect, Alter and Dismantle Scaffolding Basic Level

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.

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1.1 Introduction

These training materials are based on the National High Risk Licence Unit of Competency **CPCCLSF2001: Licence to Erect, Alter and Dismantle Scaffolding Basic Level**.

Scaffolding work is undertaken in construction and other industries where temporary structures are erected, altered and dismantled.



This unit applies to scaffolding work involving:



- ◆ Modular or pre-fabricated scaffolds.
- ◆ Cantilevered materials hoists with a maximum working load of 500 kg.
- ◆ Ropes.
- ◆ Gin wheels.
- ◆ Safety nets and static lines.
- ◆ Bracket scaffolds (tank and formwork).

You will learn about:

- ◆ Planning and preparing to conduct your work.
- ◆ Selecting and inspecting, and reporting faulty equipment.
- ◆ Incident and emergency response.
- ◆ Erecting and dismantling scaffolding and other equipment.



1.1.1 When is a High Risk Licence Needed?



A high risk work licence allows you to lawfully work with certain high risk equipment and plant such as forklifts, cranes, hoists, elevating work platforms, scaffolding, rigging and pressure equipment. There are 3 levels of scaffolding class under a high risk licence. This course covers the work associated with the Basic Scaffolding (SB) class of high risk work licence involving erecting, altering or dismantling a temporary structure to support a platform from which a person or object could fall more than four metres.

Competence in this unit does not in itself result in a licence. A licence is obtained after competence is assessed under applicable Commonwealth, state or territory work health and safety (WHS) regulations.

1.1.2 What Types of Work can you do with a Basic Scaffolding High Risk Licence?

A person with a basic scaffolding high risk licence is legally allowed to carry out the following tasks:



- ◆ Erection, alteration and dismantling of modular and prefabricated scaffolds.
- ◆ Erection of cantilevered materials hoists with a maximum rated capacity of 500 kilograms.
- ◆ Use of ropes and gin wheels.
- ◆ Installation of safety nets.
- ◆ Use of static lines.
- ◆ Erection of bracket scaffolds (tank and formwork).

A person with this licence is not allowed to erect tube and coupler or more advanced scaffolds (hung and suspended). However, they can use tube and coupler components for:

- ◆ Ties.
- ◆ Tying scaffolds together at corners.
- ◆ Handrails.
- ◆ Security of toeboards or kickboards.
- ◆ Installation and security of gin wheels.



1.1.3 High Risk Work Licence Requirements

Once you pass your assessment you will have 60 days to apply for your licence.



You must renew your licence within 12 months of its expiry otherwise:

- ◆ Your licence can't be renewed.
- ◆ You need to repeat the course and re-apply for your licence.
- ◆ You need to enrol in the course again and be supervised by somebody who has a current licence for the same class.

You can still do high risk work without a licence as long as:

- ◆ You are enrolled in a high risk course for the class, and
- ◆ You are being supervised by somebody who has a licence for the same class.

As part of their legal duty of care, licensed workers must take reasonable steps to make sure the way they work does not impact on the safety of themselves or any others on site. Failing to work safely can result in the health and safety regulator:

- ◆ Suspending or cancelling your licence.
- ◆ Refusing to renew your licence.
- ◆ Ordering that you are reassessed to ensure you are competent.



Your employer should ask you for evidence that you have a high risk licence before you start any high risk work. You can show them:

- ◆ Your licence.
- ◆ Proof from the training company that you have passed your assessment.
- ◆ Proof that you are currently completing a course for high risk work.

Review Questions

1.	When is a scaffolding high risk work licence required?	<input type="checkbox"/>

1.2 Scaffolding Basics

There are many different types of scaffolds that can be erected (depending on your licence level).

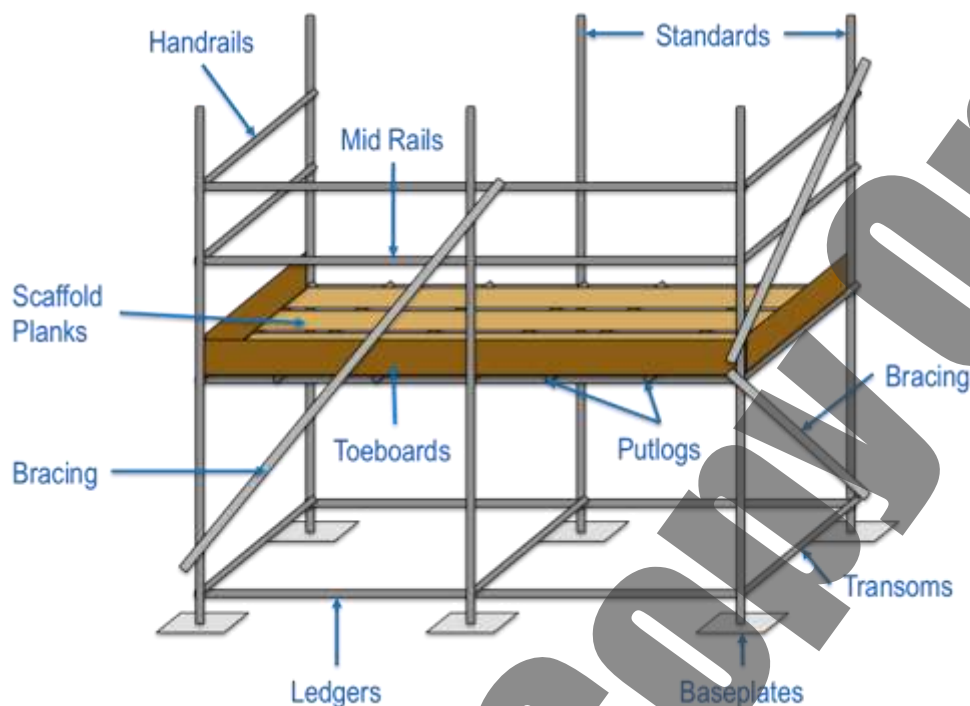
These scaffolds are made up of several components.

It is important that you understand what each of these components are called - especially when interpreting a scaffolding plan).



1.2.1 Parts of a Scaffold

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



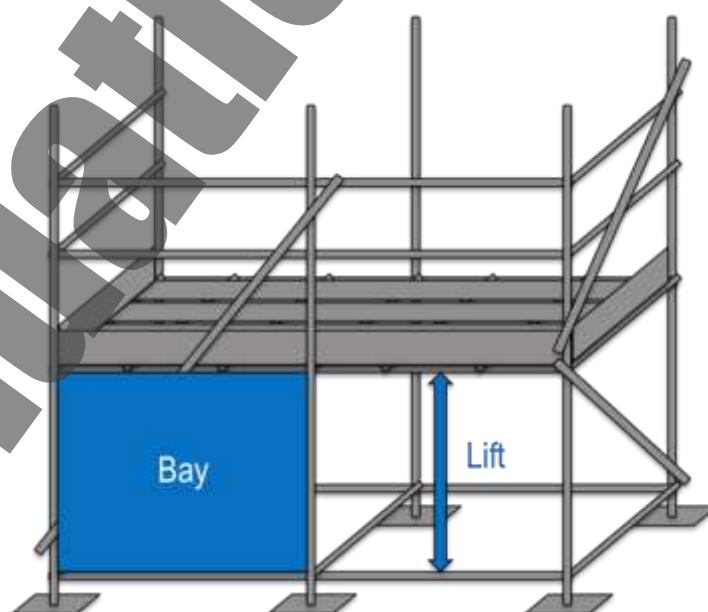
You should familiarise yourself with the names of the different parts of a scaffold structure. This will ensure you can communicate clearly with others on site and better understand technical drawing and plans.

1.2.2 Bays and Lifts

A **BAY** is the section of a scaffold created by four standards, ledgers and transoms placed at right angles.

A **LIFT** is the vertical distance between two ledgers.

The first lift is called a **BASE LIFT**.



1.2.3 Scaffold Duty

Scaffolds have different size requirements and rated capacities according to their duty:

Duty	Minimum Working Platform Width	Maximum Load Allowed on Platform
Light Duty	450mm	225kg per bay
Medium Duty	675mm	450kg per bay
Heavy Duty	900mm	675kg per bay

The configuration and parts used generally determine the duty of a scaffold.





You need to make sure the scaffold you intend to erect will be the correct duty. This means the duty must match the requirements of the job and the types of loads that will be resting on the scaffold while it is erected.

You should check the manufacturer or supplier specifications for the exact rated capacity of the working platforms of a scaffold. Do this during the planning stage, this will make sure the scaffold can support the weight of any workers, tools, equipment and materials required for the job.

1.2.3.1 Basic Level Scaffolds



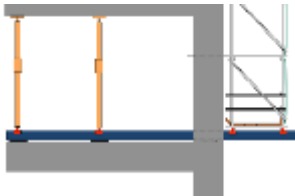
The following table outlines the main types of basic level scaffolds.

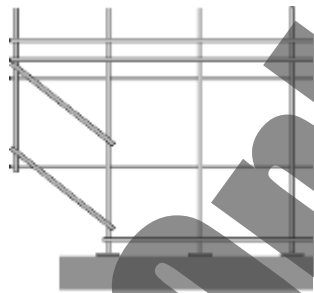
Name	Explanation	Example
Mobile Scaffold	A Mobile Scaffold is an independent, free-standing, movable scaffold mounted on castors. It is useful for maintenance where multiple points must be accessed. Castors for mobile scaffolds need to have wheel locks. Castors for a mobile scaffold cannot have a pneumatic tyre. Plan bracing is needed in a mobile scaffold to stop the scaffold from twisting when it is moved.	
Birdcage Scaffold	A Birdcage Scaffold consists of more than two rows of standards, connected by ledgers and transoms. It is intended for use on one level only, and is commonly used for working on a ceiling.	
Modular or Frame Scaffolding	A Modular or Frame Scaffolding (steel, fibreglass or aluminium) is assembled from prefabricated frames, braces and accessories. Free-standing modular scaffolds can be built to a height of 3 times the minimum base width.	

Name	Explanation	Example
Bracket Scaffold	A Bracket Scaffold is a scaffold that has a platform carried on frames attached to or supported by a permanent or temporary construction. Bracket scaffolds are often used for maintenance work.	
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. Unless otherwise stated by the manufacturer, a light duty aluminium tower scaffold should not exceed a height of 9 metres.	

1.2.3.2 Intermediate Level Scaffolds



The following table outlines the main types of intermediate level scaffolds.

Name	Explanation	Example
Tube and Coupler Scaffold	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 prefabricated scaffolds will not meet the requirements of the task.	
Single Pole Scaffold	A Single Pole Scaffold contains a single row of standards, and is completely dependent on the structure it is placed against for support. A single pole scaffold is often used for bricklaying or other masonry work.	
Cantilever Scaffold	A Cantilever Scaffold is a scaffold that is supported by cantilevered load-bearing members. It is commonly used where surface conditions are unacceptable, or the required height of the work platform makes conventional scaffolds unsuitable.	

Name	Explanation	Example
Spurred Scaffold	<p>A Spurred Scaffold is partially supported by inclined load-bearing members called 'spurs'.</p> <p>They are used where there is insufficient load bearing capability for standards, or where the scaffold must be configured in a way that does not have all standards resting on the ground/supporting structure. An example of this is a scaffold that is built around and above an entryway.</p>	

1.2.3.3 Advanced Level Scaffolds

The following table outlines the main types of advanced level scaffolds.

Name	Explanation	Example
Suspended or Swing Stage Scaffold	<p>A Suspended or Swing Stage Scaffold can be either raised or lowered, as it has a suspended platform.</p> <p>These types of scaffolds are commonly associated with window washers.</p>	
Hung Scaffolds	<p>Hung Scaffolds are temporary structures suspended by tubes, wire ropes or chains from a permanent structure and are used to access areas that would otherwise be difficult or unsafe to access by other means.</p> <p>They are usually made from steel, aluminium or timber components.</p> <p>Hung scaffolds CANNOT be raised or lowered when in use. Some can, however, travel horizontally with the aid of girder trolleys or mobile suspension rigs.</p>	

Review Questions

2.

What are the 3 different duties of scaffolds?

☐

1.

2.

3.

3.

List three (3) examples of basic scaffold.

☐

1.

2.

3.

4.

List three (3) examples of intermediate scaffold:

☐

1.

2.

3.

1.3 Plan Job

Careful planning is the first step in completing a task safely. Make sure you are aware of all of the requirements of the job, and the steps required to carry it out properly. This will allow you to assist in keeping the worksite and workers as safe as possible.



1.3.1 Work Health and Safety Requirements

Work Health and Safety is defined as laws and guidelines to help keep your workplace safe.

These can be broken down into four main types:

Law	Explanation
Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Give more details or information on particular parts of the Act.
Codes of Practice	Are practical instructions on how to meet the terms of the Law.
Australian Standards	Give you the minimum levels of performance or quality for a hazard, work process or product. The Australian Standards for scaffolding are AS/NZS4576 and AS1576. These Australian Standards outline the performance requirements and methods of structural and general design for access and working scaffolds. In general these requirements also apply to other types of working scaffolds.

1.3.2 Assess the Task and Gather Site Information

The first thing to do when planning a task is to assess it, this means to work out exactly what it is you need to do.

To do this, you will need to collect all the information you require about the tasks, personnel, local site conditions and equipment. This information may include:



- ◆ Ground conditions and suitability.
- ◆ Existing/known hazards that are associated with the site or completion of the task itself.
- ◆ Access and egress (entry and exit) to the work area.
- ◆ Equipment that is being used on site.

You can find this information in documents including:

- ◆ Work Method Statements (WMS).
- ◆ Site-specific Job Safety Analyses (JSA).
- ◆ Task plans.
- ◆ Manufacturer's specifications.



You may also have to read and understand structural charts and plans, these will help you:

- ◆ Decide which scaffolding equipment and tools you will need.
- ◆ Confirm what methods and procedures you will use throughout the task.
- ◆ Identify evacuation routes no-go zones or high-risk areas on site.

1.3.2.1 Identify Forces and Loads

A 'load' is any type of force exerted on an object. It is important to understand the relevant forces and loads that are associated with the scaffolding work you will be doing.

Forces and loads apply to scaffolds and the structures they are attached to.

When constructing a scaffold there are a range of forces and loads you may need to consider:

- ◆ **Dead Loads** – The weight of a scaffold or hoist and its components before it is loaded.
- ◆ **Live Loads** – The weight of the equipment and personnel on the scaffold (in each bay).
- ◆ **Static Load** – A load that is not moving (consistent load).
- ◆ **Dynamic Load** – Force made by a moving load on a resisting structure or component.
- ◆ **Wind Load** – The force made by wind on a structure or its components.
- ◆ **Environmental Load** – The weight of environmental factors such as water, dust and debris that may be on the scaffold.

Each standard is designed to hold at least 1/3 of the duty live load per bay.

