

Mobile Scaffold Erection Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	
Risk Rating & Required Action:								Notes on Hierarchy of Controls:	
4A Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. Eliminate	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation				
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution				
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage				
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment				
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Inadequate site inspection, Lack of scaffolding knowledge	3H	<ul style="list-style-type: none"> - Conduct a thorough site inspection - Train workers on scaffold assembly and use - Verify ground stability - Review manufacturer guidelines - Ensure proper PPE is available for all workers - Assign a qualified supervisor - Establish exclusion zones - Develop a comprehensive erection plan - Hold pre-erection briefings - Identify and address potential fall hazards 	2M
2. Unloading Materials	Manual handling injuries, Material falling from truck	3H	<ul style="list-style-type: none"> - Use mechanical lifting aids - Ensure proper manual handling techniques - Secure load before unloading - Wear appropriate PPE - Maintain a clear unloading area - Assign spotters to guide movements - Use appropriate lifting equipment - Conduct a pre-operation check on equipment - Employ a safe working method statement - Limit manual lifting to within safe weight limits 	2M
3. Base Assembly	Improper assembly, Component instability	3H	<ul style="list-style-type: none"> - Follow manufacturer's assembly instructions - Use level indicators to ensure stability - Cross-check assembly with team members - Ensure couplers are correctly tightened - Position base on stable ground - Inspect all components for damage before use - Mark out the assembly area to keep it clear - Implement a double-check system 	1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			<ul style="list-style-type: none"> - Use stabilisers if necessary - Ensure base is weighted appropriately 	
4. Vertical Frame Assembly	Frames collapsing, Incorrect fitting	3H	<ul style="list-style-type: none"> - Ensure frames are correctly fitted and secured - Use appropriate tools and equipment - Follow manufacturer's instructions - Ensure base is weighted appropriately - Use stabilisers if necessary - Ensure frames are not overloaded - Use appropriate lifting techniques - Ensure frames are not damaged - Use appropriate storage and handling procedures - Ensure frames are not exposed to weather - Use appropriate cleaning and maintenance procedures - Ensure frames are not used for purposes other than intended - Use appropriate safety measures - Ensure frames are not used in unsafe conditions - Use appropriate training and supervision - Ensure frames are not used by untrained personnel - Use appropriate safety barriers - Ensure frames are not used in restricted areas - Use appropriate safety signage - Ensure frames are not used in restricted areas - Use appropriate safety measures - Ensure frames are not used in unsafe conditions - Use appropriate training and supervision - Ensure frames are not used by untrained personnel - Use appropriate safety barriers - Ensure frames are not used in restricted areas - Use appropriate safety signage 	2M
5. Plank Installation	Plank slipping, Inadequate support	3H	<ul style="list-style-type: none"> - Ensure planks are correctly fitted and secured - Use appropriate tools and equipment - Follow manufacturer's instructions - Ensure planks are not overloaded - Use appropriate lifting techniques - Ensure planks are not damaged - Use appropriate storage and handling procedures - Ensure planks are not exposed to weather - Use appropriate cleaning and maintenance procedures - Ensure planks are not used for purposes other than intended - Use appropriate safety measures - Ensure planks are not used in unsafe conditions - Use appropriate training and supervision - Ensure planks are not used by untrained personnel - Use appropriate safety barriers - Ensure planks are not used in restricted areas - Use appropriate safety signage 	2M
6. Guardrail Installation	Falls from height, Inadequate guardrail strength	4A	<ul style="list-style-type: none"> - Ensure guardrails are correctly fitted and secured - Use appropriate tools and equipment - Follow manufacturer's instructions - Ensure guardrails are not overloaded - Use appropriate lifting techniques - Ensure guardrails are not damaged - Use appropriate storage and handling procedures - Ensure guardrails are not exposed to weather - Use appropriate cleaning and maintenance procedures - Ensure guardrails are not used for purposes other than intended - Use appropriate safety measures - Ensure guardrails are not used in unsafe conditions - Use appropriate training and supervision - Ensure guardrails are not used by untrained personnel - Use appropriate safety barriers - Ensure guardrails are not used in restricted areas - Use appropriate safety signage 	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Access Installation	Ladder slipping, Improper ladder use	3H		2M
8. Final Inspection	Missed structural issues, Failure to meet legal standards	2M		1L
9. Work Platform Use	Overloading, Platform instability	4A		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Dismantling	Component mishandling, Falls during dismantling	3H		2M
11. Post-Use Maintenance	Equipment wear, Missed damage reports	3H		1L
12. Emergency Procedures	Inadequate emergency planning, Delayed response to incidents	4A		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Weather Monitoring	Adverse weather conditions, Unexpected wind gusts	3H		2M
14. Communication	Misinformation, Poor communication during scaffolding activity	3H		1L
15. Documentation and Records	Inadequate record-keeping, Uninformed safety decisions	3H		1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.