Fixed Scaffolding Erection and Dismantling

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF 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:

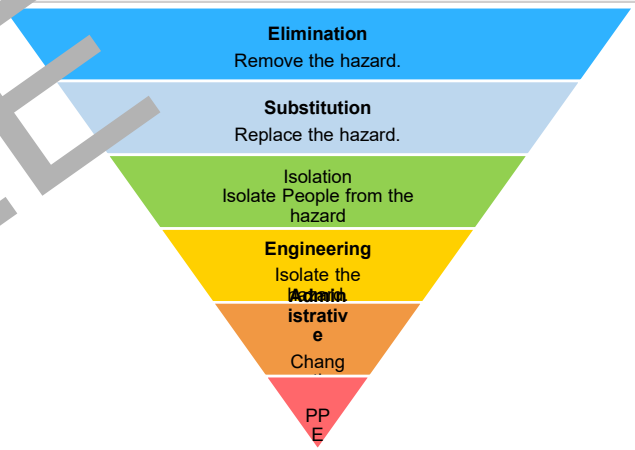
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

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

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work *(2023) and ISO 45001:2018 clauses 6–8.*

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. WHS Governance, Roles and Consultation	• Lack of clear PCBU WHS governance for scaffolding activities under WHS Act 2011 and WHS Regulations • Unclear allocation of legal duties between client, principal contractor, scaffolding company and labour hire providers • Insufficient worker consultation and failure to establish HSR involvement for scaffolding risks • No formal process to review incidents, near misses and changes in legislation or standards affecting scaffolding • Inadequate integration of scaffolding risks into the organisation's overall WHS management system	4A	• Establish and document a WHS governance framework that clearly sets out duties, responsibilities and authority for all parties involved in fixed scaffolding erection and dismantling in line with WHS Act 2011 • Develop written WHS agreements between PCBU, principal contractor and scaffolding contractor describing responsibilities for design, erection, inspection, use, modification and dismantling of scaffolds • Implement a formal consultation, cooperation and coordination procedure (section 46 WHS Act) that specifically addresses scaffolding works and interfaces with other trades • Ensure worker participation through HSRs, toolbox talks and safety committees when developing and reviewing scaffolding policies, procedures and risk assessments • Schedule periodic governance reviews to check compliance with current WHS legislation, codes of practice (e.g. General Construction, Fall Prevention, Scaffolding), AS/NZS 1576 and internal standards • Include scaffolding-related KPIs (inspections completed, non-conformances closed out, training currency) in management review processes	2M
2. Scaffold Design, Engineering and Configuration Management	• Use of generic or unsuitable scaffold designs not matched to site conditions, height changes or complex configurations • Inadequate engineering verification for high, complex, cantilever, lean-to and transom scaffoldings or proximity to live edges and penetrations • Lack of engineering checks for scaffold tie patterns, bracing, load paths and prevention of scaffold tilting or collapse • Uncontrolled modifications by site personnel resulting in compromised structural integrity • No formal change management when planning scaffold height changes or adding temporary platforms, stair towers, hop-ups or additional bays	4A	• Implement a documented scaffold design process requiring use of competent engineers or advanced scaffolders for all complex or high-risk fixed scaffolds in accordance with WHS Regulations and AS/NZS 1576 • Develop engineering design templates and standard configurations for typical fixed scaffold, lean-to, transom and stair tower arrangements, subject to engineering sign-off • Mandate written engineering verification (calculations or design certificate) for complex setups, tall scaffolds, high imposed loads, cantilevers, suspended loads and unusual foundations • Introduce a formal design change and configuration management procedure for any adjustment of scaffold levels, height changes or erection of temporary platforms, including engineering review where required • Prohibit unauthorised modifications through signage, induction and contract conditions, and require all changes to be approved and documented by the scaffolding supervisor or engineer • Maintain current design drawings and configuration records on site, accessible to supervisors, inspectors and workers, with a version control system	2M
3. Competency, Licensing and Training Systems	• Scaffold erection, dismantling and alteration undertaken by workers without appropriate High Risk Work Licence (HRWL) or verification of competency • Inadequate training in safe use of scaffold stairways, access systems and	4A	• Implement a competency management system that verifies valid HRWL for basic, intermediate and advanced scaffolding work as per WHS Regulations before workers perform scaffold erection and dismantling • Develop and deliver a formal training program on fixed scaffold systems that covers safe scaffolding assembly, scaffold tie installation, prevention of scaffold tilting and use of fall prevention measures	2M

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	lifeline security for those engaging in scaffolding operations • Lack of specific training on climbing on scaffolding, not on loose components, and safe use of fall arrest systems • Insufficient understanding of safe working loads, stacking scaffolding components, securing planks and toe board installation • No structured refresher or gap training for new scaffold systems, complex setups or updated procedures		• Ensure specific training modules for safe access and egress, correct use of scaffold stairways and ladders, and prohibition of climbing on scaffold components not intended as access • Provide training and competency assessment for [redacted] essing scaffold lifeline security, harness connection points and rescue planning • Introduce refresher training intervals (e.g. [redacted] ery 2–3 yea[redacted] and targeted retraining following incidents, non-conformances or introduction of new sca[redacted]ld syst[redacted]s • Maintain a central training and licensing regist[redacted]ith expiry dat[redacted] assessment records and supervisor verification before allocation [redacted]scaffolding tasks	
4. Planning, Design Risk Assessment and Job Scoping	• Inadequate planning for scaffold location, height, configuration and interaction with other works on site • Failure to consider complex scaffold setup requirements, including changes in building geometry and future height changes • Insufficient assessment of exposure falls during erection and dismantling, including leaning out from scaffolds and walking on incomplete pl[redacted]s • No systematic ev[redacted]ation of need for temporary platform[redacted] catch platf[redacted], edge protection or [redacted]rnat[redacted]acce[redacted] systems • Poor planning regarding lifting methods, storage space f[redacted]ng scaffolding components and access for plant and deliveries	3H	[redacted]	2M
5. Procurement and Selection of Scaffolding Systems and Components	• Procurement of non-compliant, damaged or incompatible scaffold components from multiple suppliers • Use of mixed scaffold brands or systems without engineering verification of compatibility • Insufficient specification of load class, duty rating and environmental resistance for scaffold planks, frames, ledgers and toe boards	3H	[redacted]	1L

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	• Inadequate systems to ensure availability of components required for safe configurations (e.g. ties, braces, stair modules, guardrails) • Procurement decisions driven solely by cost, ignoring compliance with Australian Standards and supplier competence		[redacted]	
6. Site Layout, Foundations and Prevention of Scaffold Tilting or Collapse	• Erecting fixed scaffold on unsuitable ground, unstable surfaces or unverified structural slabs leading to settlement or overturning • Insufficient consideration of surcharge loads, excavations, voids, services and drainage affecting scaffold stability • Inadequate base plates, sole boards, ties, braces and rakers to prevent scaffold tilting in wind or due to imposed loads • Uncontrolled modification or removal scaffold ties during building works, cladding installation or d[redacted] • No engineered co[redacted]ols for special conditions such as [redacted]ean-to scaffold[redacted]gs, transom scaffoldin[redacted] attached to fragile structures	4A	[redacted]	2M
7. Working at Height and Fall Prevention Systems	• Falls from height during engaging[redacted] scaffolding operations, p[redacted]y while erecting and dismantling scaffold • Leaning out from scaffolds or climbing on scaffold components not designed as access, increasing fall risk • Inadequate guardrails, incomplete decking, missing toe boards and unsecured planks on working platforms • Failure of scaffold lifeline systems or incorrect connection of personal fall arrest equipment • Inadequate planning for rescue and retrieval of workers after a fall or suspension from a lifeline	4A	[redacted]	2M

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			[redacted]	
8. Electrical, Services and Overhead Hazard Management	• Positioning scaffolding near power lines or electrical installations without appropriate clearances • Uncontrolled contact with live electrical services during erection, modification or dismantling of scaffold • Inadequate coordination with utilities providers when scaffolding is erected under, over or adjacent to electrical infrastructure • Lack of controls for overhead hazards such as cranes, suspended loads and building maintenance units interacting with scaffold • Workers leaning out from scaffolds in exclusion zones around energised equipment or moving p[redacted]	4A	[redacted]	2M
9. Access, Egress and Safe Use of Scaffold Stairways and Platforms	• Inadequate provi[redacted]n of safe access and egress routes [redacted] levels • Improper use or configuration of scaffold stairways, ladder[redacted]dings leading to slips, trips and falls • Workers climbing on scaffold frames or braces instead of using designated access systems • Congestion on stairways and platforms due to poor layout, materials storage or stacking scaffolding components on walkways • Failure to maintain continuous safe access during scaffold height changes, temporary platform erection or partial dismantling	3H	[redacted]	1L

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10. Materials Handling, Stacking and Component Integrity Management	• Unsafe manual handling and carrying of heavy scaffold components such as standards, ledgers and planks • Improper stacking scaffolding components leading to collapse of stored materials or impact injuries • Use of damaged, corroded or deformed scaffold components, planks and couplers due to poor inspection systems • Unsecured planks and toe boards on working platforms allowing movement, tipping or displacement • Lack of controls for safe lifting of components onto and off scaffold, including crane lifts and mechanical aids	3H	[redacted]	2M
11. Supervision, Permit to Alter and Work Coordination	• Insufficient supervision of workers erecting, altering and dismantling scaffolds, leading to deviations from design and procedures • Unauthorised persons engaging in scaffolding operations or altering scaffold components, ties or planks • Poor coordination between scaffolding activities and concurrent trades, increasing risk of falls, dropped objects and overloading • Lack of formal controls over complex scaffold setup, temporary platform erection and scaffold height changes • Failure to enforce exclusion zones beneath erecting and dismantling areas and during overhead works	3H	[redacted]	2M
12. Inspection, Tagging and Condition Monitoring of Scaffolds	• Use of incomplete, defective or overloaded scaffolds due to inadequate inspection systems • Failure to detect damage or instability after severe weather, impact, modification or partial dismantling	3H	[redacted]	1L

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	• Unclear status of scaffolds (e.g. whether they are safe to use, partly dismantled or under construction) • No systematic inspection regime for scaffold tie installation, bracing integrity and prevention of tilting • Reliance on informal checks rather than documented inspections by competent persons		[redacted]	
13. Worker Behaviour, Fatigue and Safe Work Culture	• Risk-taking behaviours such as leaning out from scaffolds, removing guardrails or walking on narrow or incomplete platforms • Complacency in routine scaffolding tasks leading to bypassing of controls and informal shortcuts • Fatigue, time pressure and productivi demands influencing decision-making during complex scaffold s • Ineffective reporti culture where near misses, unsafe co itions or concerns about scaffold sec y are ise • Drug and alcohol impairment affect g judgement and physical coordinati at height	3H	[redacted]	2M
14. Emergency Preparedness and Rescue from Scaffolds	• Delayed or ineffective rescue of a worker who has fallen and is suspended from a lifeline on or near scaffolding • Inadequate emergency access to scaffolds for paramedics, fire services or internal response teams • Lack of rehearsed procedures for evacuation from high or complex fixed scaffold structures • Failure to consider emergency scenarios when planning scaffold	3H	[redacted]	2M

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	erection, resulting in blocked egress routes • Insufficient provision and maintenance of rescue equipment appropriate to scaffold configurations		[redacted]	
15. Documentation, SWMS Integration and Continuous Improvement	• Fragmented or inconsistent documentation for scaffolding activities, leading to gaps between system-level risk controls and task-level SWMS • Failure to keep procedures, SWMS, risk assessments and design documents current with legislative and standards updates • Poor linkage between incident investigations, audit findings and updates to scaffold management systems • Over-reliance on generic SWMS that do not reflect specific scaffold configurations, height changes or complex setups • Inadequate recordkeeping of training, inspections, permits an[redacted]eering verifications	3H	[redacted]	1L

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 FOR 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

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-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/forms-and-resources/codes-of-practice

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.

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

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

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