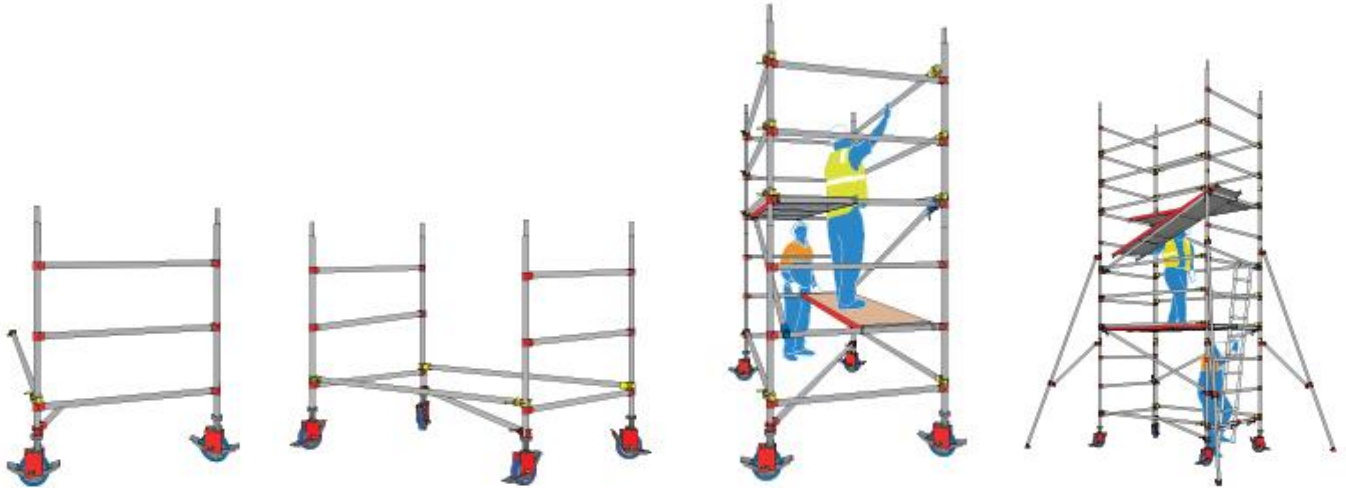


SCAFFOLDING INSTALLATION GUIDE



1. For Mobile Scaffolds, insert castors into two frames and lock (castors may be adjustable). For non-mobile scaffold, insert adjustable bases into two frames.
2. Attach two horizontal braces (yellow) to the uprights just above the first rung with the snap hook facing outwards. The frame is now self-supporting.
3. Stand up the opposite base end frame and attach the other end of the two horizontal braces (yellow).
4. Install plan brace (red) to diagonally opposite uprights below the first rung.
5. Check that the scaffold base is square.
6. Attach frames on top of the two base end frames and install the diagonal brace (blue) above and below the joining point of the base end frames.
7. Level the base in both vertical and horizontal directions by adjusting the castors or base plates and check with a level.
8. Install one platform as a temporary platform approximately 0.5m to 1.0m from the ground between both end frames.
9. Erect the ladder access platform at 1m to 1.5m above the temporary platform which should be staggered. This is part of the first working platform and will act as fall prevention. Install an access ladder through the opening section of the platform.
10. Erect horizontal braces (yellow) as guardrails and mid rails for the working platform whilst standing on the temporary platform.
NOTE: Working platforms should be nominally at 2.0m vertical intervals.
11. Remove the temporary platform and place it above to complete the working platform. The working platform should now include the ladder access platform and the access ladder.
12. Access the first working platform via the internal ladder.
13. If required, erect outriggers as per instructions.
NOTE: If the minimum base dimension is less than 1.2m, the scaffold height should not exceed twice that dimension unless outriggers are installed. Otherwise, where the scaffold height is more than three times the minimum base dimension, outriggers are required.
14. Install access ladders making sure you always access platforms from the ladders.
15. Ensure that any further working platforms are erected as per above sequence and that guardrails, midrails and toe boards are installed on all working platforms.

SCAFFOLDING SAFETY SHEET

- Hang and store the Safety Instructions in the area of the Scaffold at a visible place for the user.
- Always read these Safety Instructions of the Scaffold accurately before assembling the Scaffold and follow these Safety Instructions.
- In case of questions on the safe functioning of the Scaffold, immediately contact the responsible parties or company concerned.
- Only authorised approved persons are allowed to assemble the Scaffold. Only experienced persons may make use of the Scaffold.
- It is restricted for unauthorised personnel to be in the area of the Scaffold. It is restricted for unauthorised personnel to make use of the Scaffold.
- Always compile the Scaffold as indicated by the manufacturer. Never deviate or improvise while compiling the Scaffold. Only use original delivered components to construct the Scaffold.
- Always take preventive precautions so unauthorised persons or children cannot climb onto the Scaffold when used or not used.
- Always take preventive measures so falling objects such as building refuse, materials, tools cannot damage or cause danger to persons. Fit toe boards at all times.
- Always inform the direct Authorities when placing the Scaffold.
- Always ensure there is safe working area for the Scaffold.
- Never use the Scaffold for purposes, which it is not meant for.
- Never use the Scaffold if it is unstable. When the Scaffold is built on soft ground, measures must be taken against sinking.
- Workers must not ride on Scaffold when the Scaffold is being moved. At no time can a ladder be used on the deck of a Scaffold to gain additional height - neither step nor extension ladder.
- Hoisting machines may not be attached or used on the scaffold, unless this is explicitly indicated.
- Always ensure the scaffold is guyed to building or structure if the height exceeds 3 times its minim base dimension or if any other circumstances is required for stability, or other stipulated by the producer
- Never use the Scaffold unless the original guardrails are fitted.
- During activities on the Scaffold always wear correct personal protective equipment.
- Take good care of the Scaffold and keep it clean. Always inspect the Scaffold and all applications before use for any damages, if damaged do not used the Scaffold, do not take any risks, if in doubt always contact the responsible parties concerned.
- Ensure that there is no building refuse falling or collecting on the Scaffold. Immediately clean the refuse.
- When climbing onto or descending the Scaffold only the delivered material for this activity must be used. Never improvise or deviate using other materials or methods. Always climb the Scaffold from the inner side of the Scaffold.
- Do not use the Scaffold in unsafe conditions such as extreme weather conditions. Unattended Scaffolds must be secured so they are resistant against wind strength greater then 6 Beaufort.
- Never modify the Scaffold or its components in any way.
- Never exceed a maximum weight of 225kg on the Scaffold.

- Never exceed safe maximum top working height and safe maximum length
- Before starting the activities the users of the Scaffold must possess all the knowledge on the safe functioning of the Scaffold.
- Before usages of the Scaffold check all the applications function, in case of doubt never take risks and always contact an expert.
- Always check the Scaffold for obstacles prior to use, do not take any risks and remove the obstacle or let them be removed.
- Make sure, that there is always proper overview and that there are no visual obstructions during the use of the Scaffold.
- Make sure there is proper lighting when activities are conducted with the Scaffold.
- The use of the Scaffold, must always occur with complete consciousness.
- In case of abnormal symptoms occurring during use of the Scaffold, for example unstable situation, leave the Scaffold cautiously and contact an expert.
- An authorised expert must always conduct repair activities on the Scaffold.
- With the replacement of components of the Scaffold only original components may be used.
- For cleaning of the Scaffold always use the prescribed cleaning liquid and material.
- Report any unsafe conditions of the Scaffold to the responsible persons or the supplier.



DO NOT USE WITHIN 4.6 METRES (15.3 FT) OF NON-INSULATED, LIVE ELECTRICAL WIRES OR DEVICES

DO NOT CLIMB SCAFFOLD UNLESS SCAFFOLD HAS BEEN LEVELLED AND ALL CASTERS AND ADJUSTABLE LEGS ARE LOCKED

DO NOT STAND ON OR PLACE LOADS ON GUARD RAIL FRAMES OR BRACES



HAZARD	RISK ASSESSED	POSSIBLE RISK CONTROL
Collapse of Scaffold	SERIOUS	All Scaffolds over 4m must be erect by WorkCover Approved or authorised Personnel. Assembly instructions must be adhered to. Scaffold must always be erected to WorkCover requirements
Electrocution	SERIOUS	Scaffold must not be used within 4.6m of overhead electrical wiring. Always look above when moving Scaffold Tower
Falling from Scaffold	SERIOUS	Hand rails and mid rails must be used on every deck level. Workers must not ride on scaffold when the scaffold is being moved. At no time can a ladder be used on the deck of a scaffold to gain additional height (neither step or extension). Internal ladders must be fitted to the scaffold for access to working decks. Do not climb on the outside or inside of the scaffold. Internal ladder access must be used
Material falling from Scaffold	SERIOUS	Toe boards must be fitted on all working deck levels of a scaffold. Ensure that no gaps or holes appear on deck and deck area
Sloping Ground	SERIOUS	All castors used in mobile scaffold towers must be fitted with brakes. Castor brakes must be applied at all times whilst the scaffold is in use. Mobile Scaffolds must not be used on sloping surface greater than 7 degrees.