BUTLERS EVENTS & STAGING SAFE WORK METHOD STATEMENT (SWMS) - Scaffold



Safe Work Method Statement			Signed off:	
Employer/Contractor: Butlers Events (BE).			Date:	No:
Project:			Accepted:	Yes / No
Job: Scaffold build/dismantle.	Venue: As per job details:			
Procedure:	Hazards:	Safety Controls:		
 Procedure: Positioning of stillage and pallets around the worksite ready for build, Measuring structure footprint and check with plan, Crew Chief will decide which bay is to be built first depending upon the ground conditions, Base structure comprises of base pads, base jacks, ledgers, standards, number 1's, number 2's, number 3's and braces. The deck itself is comprised of 2.4 x 1.2 heavy ply sheeting. In the course of construction, check components for functional damage. Reject any components that show any dents, cracks, and irregular bending or significant corrosion. Do not use such components, but follow the BE "Damaged Equipment" procedure, The Crew Chief will decide the type of base pads to be used, depending upon ground conditions. All base pads should be aligned square with the stage and perpendicular to the steel standards, Place base pads out for the first bay and erect vertical and horizontal steel sub-structure for the first bay using plan braces. Once the bay is accepted by the client, for height and angle of stage base, hammer tight the No.1's to secure the No.3's, Continue with the first run of bays to the width of the structure, using plan braces to square each bay. Level each bay and apply any diagonal bracing before proceeding to the next bay. If inserting a Number 1 at a level of 1.5M or above, two men should be used to control the weight, Once the correct bays are completed, the decking process can begin, A pack of ply decking is forklifted onto an area of the base structure as directed by the crew chief, Two sheets fit into one 2.4 x 2.4 bay. When placing decking into bays always check No.3's are tight and located correctly between lugs (locators) on the No.1's, Crew should not stand on Number 3's when placing decking shee	 Hazards: Hit by forklift, Trip over marking strings, Tripping over objects, Insufficient space to work around, Spider/snake bites if working outdoors, Crushes of fingers, Cuts and abrasions while handling scaffolding members, Drop of scaffold piece on foot, Contusions, concussion due to worker hitting his/her head on scaffolding bracers, ledgers or standards, MusculoSkeletal Disorders MSDs), muscle fatigue and muscle ligaments strains while manually handling, Slip and fall due to wet surfaces inclement weather, Trip and fall over a tool or other item left on deck, Sunburn, eye damage if working in hot and clear days, Cold hypothermia if working in wet and cold conditions, Hearing damage - sudden and high pitched noise produced by hammering, Brace jumping from location hole due to insufficient installation and hitting a worker. 	 Wear safety vest (day and nigoperating nearby. Only licensed personnel to op Lay-out stillage and pallets so apart min.), Be crew chief designate FLT plant, Restrict numbers of crew mean prevent any worker from tripperations. Keep non-essential equipment screw down ply boards shall of the way. Same applies to a Keep clearance between team feet/standards and ledgers and team of the way. Same applies to a Keep non-essential equipment screw down ply boards shall of the way. Same applies to a Keep clearance between team feet/standards and ledgers and team of the way. Same applies to a Keep clearance between team feet/standards and ledgers and the way. Same applies to a Keep clearance between team feet/standards and ledgers and the way. Same applies to a Keep clearance between team feet/standards and ledgers and the way. Same applies to a Keep clearance between team feet/standards and ledgers and the way. Same applies to a Keep clearance between team feet/standards and ledgers and the around if stung or bitter insect/reptile – colours and pa when antivenin is prescribed, the around at the cross-s Have the lids in a tray and tal them around the platform) to the team of the platform is the team the around the platform is the team of the team the around the platform is the team of the team the around the platform is the team of the team the around the platform is the team of the team of the team the around the platform is the team of the team of team the around the platform is the team of team of team of the team of team the around the platform is team of team the around the platform is team of team o	berate FLT, o there is suffic operating area mbers around to bing over markin int out of the wa be either imme associated scree mmates and alw re positioned, int out of the wa be either imme associated scree mmates and alw re positioned, ral hazards - ur in and try to rem atterns, size, m afety boots (too your way along sections where ke them out as prevent any trip	ient space to work around (1.5m. as so workers are away from the the area of measuring and marking to ng strings, tape etc, ay at all times. Retainer pads used to ediately installed or kept in a tray out ews. ways assess your walkpath while ay at all times. Retainer pads used to ediately installed or kept in a tray out ews. ways assess your walk path while neven surfaces (rocks etc.), spiders, nember as much detail about the notion etc. this information is crucial e caps, non-slip etc.), g the platform when screwing board the corners of four boards meet), they are applied (rather than throwing



	chief until deck is complete,	are bandling
15	The structure is cleared of all nonessential	are handling,
13.	materials. Surplus items must be stored in the	Wear your mandatory PPE - scaffolder gloves and toe-cap footwear.
	designated storage area so that they do not	8.
	present a hazard to users of the structure.	Remain alert and always maintain good strong grip of each scaffolding piece you
16	Once all decking boards are placed in correctly,	are handling,
1.0.	deck retaining plates are used to secure them to	Wear your mandatory PPE - scaffolder gloves and toe-cap footwear.
	the scaffolding substructure,	9.
17.	Check all diagonal bracing is correct and finished	Wear your mandatory PPE - helmet, scaffolder gloves and toe-cap footwear,
	and there are no trip hazards on the stage deck,	Hard hat must be worn at all times when erecting/dismantling scaffolding (see
	such as loose DRP's or damaged decking,	Australian Standards, NSW OHS Regulation 2001),
18.	Dismantling takes place in the following sequence:	10.
	Deck retaining plates and decking panels are	Warm up before manually handling equipment,
	removed in the reverse order to the build as	
	outlined in step 10-14.	Apply 2 person lift for heavy ply boards - one at each end of board (holding the
20.	Steel Substructure is dismantled and removed bay	narrower side),
	by bay.	Keep back as straight as possible and bend legs/knees,
21.	Components are sorted into their appropriate	Avoid tilting your neck or back more than 20°,
	stillage/bin. If any item of equipment are seen to	Communicate with your lift-partner so you lift together/simultaneously,
	be damaged it must be separated and marked with	Start laying the boards from the side of the floor closest to the stillage/pallets and
	a spray can to advise the yard of disposal. It must	work your way along,
	be placed in a "damage" stillage and the Crew	Use your legs when lowering the board,
	Chief informed of each occurrence.	
22.	When all substructures are dismantled and	Lower one side of the board until it lays inside the bed outlined by the standard
	stacked in correct stillage/bin, all crew must check	profile so the weight is no longer sustained, then slide the board along the bed
	that there is no equipment left lying on site.	until it reaches the end of the bed, then bend your knees and deliver the boards
	Especially where the boneyard was situated and	close to the bed (the part still being held up) and drop if in place while being
22	around the substructure.	cautious not to crush your feet or fingers,
23.	The Crew Chief may instruct work to proceed at variance with the above, providing that he logs	When board jams on the bed, either tap it/hit it with a hammer or use a podger
	each and every variance, together with his reasons	hammer handle to lever it in place into the bed,
	for the variance.	11.
24	Dismantling takes place in the following sequence:	Scaffolding erection/dismantle works to cease in wet weather subject to crew
	Deck retaining plates and decking panels are	chief and management discretion in consultation with workers,
20.	removed in the reverse order to the build as	Communicate conditions with BE crew chief,
1	outlined in step 10-14.	
26.	Steel Substructure is dismantled and removed bay	12.
	by bay.	Keep non-essential equipment out of the way at all times. Retainer pads used to
27.	Components are sorted into their appropriate	screw down ply boards shall be either immediately installed or kept in a tray out
Volderska 2046	stillage/bin. If any item of equipment are seen to	of the way. Same applies to associated screws.
1	be damaged it must be separated and marked with	Keep clearance between teammates and always assess your walk path while
1	a spray can to advise the yard of disposal. It must	feet/standards and ledgers are positioned,
1	be placed in a "damage" stillage and the Crew	13.
	Chief informed of each occurrence.	Wear appropriate uniform for the weather – hot weather – long sleeves, pants
28.	When all substructures are dismantled and	
1	stacked in correct stillage/bin, all crew must check	rather than shorts. Cover as much skin surface as possible,
1	that there is no equipment left lying on site.	Apply sunscreen to any exposed skin,
	Especially where the boneyard was situated and	Wear wide brim hat,



 around the substructure. 29. The Crew Chief may instruct work to proceed at variance with the above, providing that he logs each and every variance, together with his reasons for the variance. Note: Where the average base jack length is extended beyond 300mm then additional adjustable bracing must be used on every third jack in accordance with normal RMD-Kwikform bracing practice. 	 Wear eye protection – safety rated sun glasses with adequate UV protection rating, Drink water frequently, 14. Wear appropriate uniform for the weather – wet/cold weather – raingear, bring spare socks and dry uniform shirt and jacket, Crew Chief check and ensure that facilities are available for workers to dry uniforms, Wear waterproof footwear, Wear protective gloves with good wet-weather performance, Take breaks and drink warm liquids, Keep dry, 15. Wear hearing protectors - e.g. single use earplugs, Avoid creating unnecessary noise by dropping scaffolding members into hard surfaces or onto stillage, 16. Wear appropriate PPE - hard hat at all times, Check each and every member and remain alert for potential displacements, Hammer each pin in, don't rely on hand push.
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Personal Qualifications and Experience:	Personnel, Duties & Responsi	bilities:	Training Required to Complete Work:	
 Scaffolding certificates: Basic & Intermediate levels (Basic for crew and Intermediate for Crew Chief), Senior First Aid (recommended particularly for Crew Chiefs), All: experience in working with temporary event structures involving truss configurations, experience working near mobile powered plant e.g. FLTs, EWPs. 	 Report all nearmisses, injurie Do not consume illicit drugs c Comply with all reasonable in 	other relevant safety guidelines, s to your supervisor immediately, or alcohol at or before work, istructions/direction from your Supervisor. ir design-intended purpose and don't imes as instructed,	 Site safety and operations Induction, Site Emergency training (where applicable), Training in this SWMS, manual handling, and scaffold segments connection, Mandatory Toolbox talk with Crew Chief. 	
Engineering Details/Certificates/Work	Cover Approvals:	Code of Practice, Legislation:		
Ensure all structural assemblies, dimensions/proportions and equipment handling methods are compliant with manufacturer's and engineer's specifications. All workers engaged with the build must be covered by appropriate Workers Compensation insurance of the Employer as per legislative requirements.		State/Territory OH&S Act and Regulation, Australian Standards – AS/NZS ISO 31000:2009 'Risk Management', AS 4576 'Guidelines For Scaffolding', AS1170 'Structural Design Actions', AS1801 'Occupational Protective Helmets', AS4488 series 'Industrial Rope Access Systems' WorkCover N.S.W 'Rigging Guide 1995', 'Forklift Drivers Guide 1998', WorkCover Manual Handling Guide, ASCC Manual Handling Standard etc.		
Plant/Equipment:		Maintenance Checks and Regime:		
Plant/Equipment: PPE: • Protective helmets - AS 1800 industrial helmets for ground work and UIAA-certified helmets for any work aloft, • Safety vests and/ or high visibility clothing AS - compliant and Day & Night use rated. • Protective footwear, • Protective gloves for scaffolders and riggers, • Sunscreen 30+ rated min, • Occupational protective UV - rated glasses, • Ear Plugs (disposable type) • Industrial fall-arrest and work- positioning harnesses, • Industrial abseiling slings, karabiners, progress-capture devices, snap hooks/scaffold- hooks, • First Aid Kit Class A (ref. NSW OH&S Regulation 2001).		All PPE, equipment and plant to be inspected as per manufacturer specifications. All PPE to be inspected before use, during use and upon completion of the job. Any damaged PPE shall be immediately placed out of use. First Aid Kit to be checked at Butlers Event depot and restocked when necessary. All documents/forms to be available for the job (i.e. OH&S forms, drawings or appropriate size, clarity and colour of print, timesheets for workers etc). Scaffold Components inspected prior to dispatch.		

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Read, consulted upon, understood by BE employees on site: Name: Date & Time: Signature:			
Name:	Surname:	Date & Time:	Signature: