

Safe Work Method Statement

Scaffold - erecting and dismantling scaffold including scaffold access towers

PCBU:	Robertson's Remedial and Painting Pty Ltd 10/56 Buffalo Road, Gladesville NSW 2111 Phone: (02) 9181 3519 ABN: 16 140 746 247	Site address:	[Insert Site Address Here]
Project Manager:	■ [Insert Project Manager Name Here]	Date SWMS provided to PC:	19-Mar-26
Work activity:	Scaffold - erecting and dismantling scaffold including scaffold access towers	Principal Contractor (PC):	[Insert Principal Contractor (PC) Here]

High Risk Construction Work (HRCW):
☒ **Risk of a person falling more than 2 metres**
☐ Likely to involve disturbing asbestos
☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel
☐ Work on or near chemical, fuel or refrigerant lines
☐ Tilt-up or precast concrete elements
☐ Work on a telecommunication tower
☐ Temporary load-bearing support for structural alterations or repairs
☐ Use of explosives
☐ Work on or near energised electrical installations or services
☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
☐ Demolition of load-bearing structure
☐ Work in or near a confined space
☐ Work on or near pressurised gas mains or piping
☐ Work in an area that may have a contaminated or flammable atmosphere
☒ **Work in an area with movement of powered mobile plant**
☐ Work in areas with artificial extremes of temperature
☐ Work in or near water or other liquid that involves a risk of drowning
☐ Diving work

Person responsible for ensuring compliance with SWMS:	■ [Insert Supervisor Name Here]	Date SWMS received:	19-Mar-26
What measures are in place to ensure compliance with the SWMS?	Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.		
Person responsible for reviewing SWMS control measures:	■ [Insert Project Manager Name Here]	Date SWMS received by reviewer:	19-Mar-26
How will the SWMS control measures be reviewed?	The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.		
Reviewer's signature:	■ [Insert Project Manager Name Here]	Review date:	19-Mar-26

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

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PRE-REQUISITES TABLE

Must be in place before starting work			
PPE — All Persons on Site	- Hard hat (AS/NZS 1801) - High-vis clothing (AS/NZS 4602) - Safety boots — steel-capped (AS/NZS 2210.3) - Safety gloves (cut-resistant, task-specific)	Additional PPE	- Full body harness with double lanyard and shock absorber (AS/NZS 1891.1) — where fall arrest required - Chin strap on hard hat during elevated work - Eye protection where overhead hazards or wind-driven debris present
Licences / Qualifications	- White Card — all workers (Construction Induction) - High Risk Work Licence — Scaffolding: Basic (SB), Intermediate (SI), or Advanced (SA) as applicable to scaffold class - Competent person qualification for scaffold inspection and handover - Working at Heights training — current (within 2 years) - VOC for any plant operated on site (if applicable)	Permits & Approvals	- Scaffold handover tag (green — Safe to Use) before any scaffold is used - Work near live electrical services permit — if applicable - Traffic Management Plan — if working adjacent to vehicle movement [Insert any site-specific permits required Here]
Plant & Equipment	- Scaffold components — standards, ledgers, transoms, bracing, base plates, soleboards, couplers - Working platforms, guardrails, mid-rails, toe boards - Scaffold access tower components (if used) — manufacturer instructions on site - Gin wheel and/or mechanical materials handling equipment - Scaffold inspection tags — green (Safe to Use) / red (Do Not Use)	Hazardous Substances	
Consultation	Workers consulted in preparation of this SWMS per NSW WHS Regulation r.299(3) and r.300(2). SWMS reviewed with all workers before work commences — workers sign off before starting.	Legislative Basis	Work Health and Safety Act 2011 (NSW) WHS Regulation 2017 (NSW) rr.291–302 Code of Practice: Managing the Risk of Falls at Workplaces Code of Practice: Construction Work Code of Practice: Managing Risks of Plant in the Workplace AS/NZS 1576 Scaffolding series AS/NZS 4576 Guidelines for Scaffolding Safety

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Brief Description: Master SWMS for the erection and dismantling of standalone scaffold and scaffold access towers on construction sites. Covers delivery and staging of materials, site inspection and set-out, erection of base/standards/ledgers/bracing, installation of platforms/guardrails/access tower, completion of ties and bracing, competent-person inspection and handover, controlled dismantling, and site clearance. Applicable HRCW: risk of a person falling more than 2 metres; work in or near powered mobile plant.

STEP-BY-STEP SAFE WORK METHOD TABLE

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.1	Deliver and stage materials	- Struck by reversing delivery vehicle - Manual handling — heavy/long components - Falling materials — unstable stack - Trip — protruding or unsecured components	Medium (2)	Engineering: - Banksman controls all reversing movements - Mechanical aid for bulk loads - Stack max 1.5m — banded on firm, level ground Admin: - Designated staging area confirmed before delivery - Inspect components on receipt — quarantine damaged items - Team lift >16 kg or awkward length	Low (1)	- WKR — inspect, stack, tag damaged items - SUP — banksman assigned, area confirmed	STOP-WORK TRIGGER - No banksman during reversal - Damaged item not quarantined RISK CODE: SCF-L1
1.2	Site inspection and set-out	- Ground failure — standards sinking or tilting - Overhead service contact — power lines - Underground service strike — footing installation - Scaffold in uncontrolled traffic/public zone	High (3)	Engineering: - Exclusion zone barriers erected before work starts - Overhead Safe Approach Distance confirmed and marked Admin: - Competent person ground assessment — recorded before erection - Underground services located (Dial Before You Dig) - Set-out confirmed with PC before commencing - Signage at all exclusion zone entry points	Low (1)	- SUP — complete inspection record, confirm services, confirm set-out - LIC SCF — exclusion zone in place before starting	HOLD POINT 1.2 - Ground assessment completed and recorded - Overhead/underground services confirmed clear - Set-out confirmed with PC STOP-WORK TRIGGER - Ground unstable or unsuitable - Service within Safe Approach Distance - Underground services unlocated RISK CODE: SCF-H3

Safe Work Method Statement

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.3	Erect base, standards, ledgers and bracing	- Scaffold collapse — unbraced standards - Fall — unguarded working level - Falling components — workers below - Incompatible or defective components	High (3)	Engineering: - Base plates/soleboards on all standards before loading - Bracing installed at each lift — no unbraced section left - Components compatibility-checked before installation Admin: - Erect in licensed scaffolder sequence - Spotter at exclusion zone — drop zone clear at all times - Plumb and alignment checked at each lift - Damaged components removed immediately	Medium (2)	- LIC SCF — sequence, bracing, component check each lift - SUP — plumb, bracing, base plates before next lift	STOP-WORK TRIGGER - Standard out of plumb - Bracing incomplete before next lift - Exclusion zone breached RISK CODE: SCF-H3

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.4	Install platforms, guardrails and access tower	- Fall from unguarded platform edge - Falling objects — incomplete planking - Access tower collapse — incorrect assembly - Unstable platform — overhang or gap	High (3)	Engineering: - Full platform planking before any person stands on level - Guardrails (min 900mm) and mid-rails fitted immediately each level complete - Toe boards fitted where drop risk below - Access tower on firm, level ground — outriggers deployed per manufacturer Admin: - Designated internal access only — no climbing external frames - Platform overhang 150mm min — checked each board - Access tower height-to-base ratio confirmed before use at height	Medium (2)	- LIC SCF — progressive platforms and guardrails, access tower per manufacturer - SUP — no access to level until fully planked and guarded	HOLD POINT 1.4 - Fall protection confirmed each lift before erection proceeds - Access tower verified per manufacturer before use at height STOP-WORK TRIGGER - Worker on unguarded or unplanked level - Guardrails not fitted before next lift - Access tower not per manufacturer RISK CODE: SCF-H3
1.5	Ties, bracing and final configuration	- Collapse — ties not to design frequency - Overloading partially completed scaffold - Lateral movement — bracing inadequate	High (3)	Engineering: - Ties installed to design frequency before loading any lift above - Bracing completed for configuration type and lateral loads Admin: - Rated load posted at access point — not exceeded - Final plumb check — deviations recorded - Non-erection personnel excluded from partially complete scaffold	Low (1)	- LIC SCF — ties, bracing, plumb check, document - SUP — inspect ties and bracing before requesting handover	STOP-WORK TRIGGER - Tie frequency below design requirement - Bracing incomplete - Load exceeds rated capacity RISK CODE: SCF-H3

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.6	Inspect and hand over scaffold	- Scaffold failure — defect not found pre-use - Unauthorised use — incomplete scaffold - No handover record — control gap	High (3)	Engineering: - Incomplete scaffold barricaded — 'Do Not Use' signs at all access points - Green tag affixed only after competent person signs inspection Admin: - Formal inspection per AS/NZS 4576 checklist — signed record on site - Defects rectified before tag — no conditional tagging - PC notified of handover and rated capacity - Re-inspect after adverse weather, impact, alteration, or >30 days non-use	Low (1)	- Competent Person — inspect, sign record, affix green tag - SUP — record on site, all access points tagged	HOLD POINT 1.6 - Formal inspection signed by competent person - Green tag affixed at every access point - Inspection record on site before use STOP-WORK TRIGGER - Scaffold tagged before inspection complete - Defects unresolved before tag - Incomplete scaffold not barricaded RISK CODE: SCF-M2
1.7	Dismantle scaffold and access tower	- Fall — guardrails removed prematurely - Collapse — ties removed out of sequence - Struck by falling components - Scaffold instability — wrong dismantling order	High (3)	Engineering: - Exclusion zone barricaded at full drop zone before starting - Components lowered by gin wheel or hand-to-hand — no dropping - Access tower provides safe working access at top level Admin: - Dismantle top-down — strict reverse of erection sequence - Ties removed only after lift above fully dismantled - Guardrails removed only as that level is actively dismantled - Spotter at exclusion zone throughout — PC notified before start - Damaged components segregated immediately	Medium (2)	- LIC SCF — top-down sequence, lower components, exclusion zone - SUP — zone clear at start; monitor throughout	HOLD POINT 1.7 - Exclusion zone in place, PC notified - Dismantling sequence confirmed top-down STOP-WORK TRIGGER - Exclusion zone cannot be maintained - Components dropped from height - Scaffold racking or unstable - Adverse weather — instability risk RISK CODE: SCF-H3

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.8	Remove materials and clear site	- Manual handling — repetitive loading - Vehicle strike — reversing during load-out - Trip — unsecured components on ground	Low (1)	Engineering: - Damaged components physically separated — labelled for disposal Admin: - Banksman for all reversing vehicles - Components banded and secured for transport - Final area inspection — all debris and trip hazards removed - PC notified — area clear, barriers removed	Low (1)	- WKR — stack, band, clear area - SUP — final inspection before handover to PC	STOP-WORK TRIGGER - No banksman during reversal - Overhead not confirmed clear before barrier removal RISK CODE: SCF-L1

Safe Work Method Statement

CCVS TABLE

Task	Critical Control	Who Checks	How Often	What They Look For
Ground/supporting surface assessment (Step 1.2)	Competent person documents ground/support assessment before any erection commences — footing type confirmed suitable for scaffold configuration and load	Supervisor (Competent Person)	Before erection commences; re-check after any rainfall or ground disturbance	Signed site assessment record on site; base plates and soleboards installed on all standards; no settlement or movement observed during initial loading
Overhead and underground services clearance (Step 1.2)	Overhead electrical Safe Approach Distance confirmed and exclusion maintained; underground services located before footing installation	Supervisor	Before erection commences	Dial Before You Dig or equivalent certificate on site; Safe Approach Distance from overhead lines confirmed and recorded; exclusion zone covers full service corridor
Fall protection method — erection and dismantling (Step 1.4)	Fall protection method (progressive guardrail installation or fall arrest) confirmed for each exposed lift before erection or dismantling of that lift proceeds	Supervisor	At each lift — before work proceeds on that level	Lift-by-lift inspection signed off; guardrails confirmed fitted before next lift load; fall arrest anchor inspected and rated load confirmed where guardrails cannot be pre-fitted
Scaffold handover inspection (Step 1.6)	Competent person completes formal inspection against AS/NZS 4576 checklist; green tag affixed at each access point; inspection record retained on site	Competent Person (independent of erection crew where practicable)	Before any use; after adverse weather, impact, or alteration; after 30+ days non-use	Signed inspection record on site with date, inspector qualification, configuration checked, defects (if any) and pass/fail result; green tag visible at each access point; incomplete sections barricaded with red 'Do Not Use' tags
Dismantling exclusion zone (Step 1.7)	Physical exclusion zone maintained at full extent of drop zone throughout dismantling; components lowered (not dropped); PC notified before commencement	Supervisor	Confirmed before dismantling starts; monitored continuously during dismantling	Barriers erected and intact at full drop zone boundary; spotter in place at ground level; no components dropped from any height; PC notification record on site

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RISK RATING MATRIX — Consequence × Likelihood					
Risk Level	Description of Consequence or Impact	Consequence	Unlikely (1)	Possible (2)	Almost Certain (3)
HIGH	Actual/Potential fatality, disability or irreversible damage. Major structural failure. Off-site environmental discharge not contained, significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
MEDIUM	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge contained, minor remediation, short-term harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
LOW	Incident requiring first aid. Environmental discharge immediately contained, minor clean-up, no short-term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Level	Likelihood / Probability				
Almost Certain (3)	Occurs frequently; >66% chance of occurring				
Possible (2)	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely (1)	May occur only in exceptional circumstances; <33% chance of occurring				
Class / Ranking	Description / Requirements				
High 6, 9	STOP immediately. Implement controls. Controls recorded on a SWMS.				
Medium 3, 4	Planned control. Controls recorded on a SWMS.				
Low 1, 2	Managed via routine procedure.				
Note — WHS Act s.18 "reasonably practicable": Requires consideration of the likelihood of the risk, degree of harm, knowledge of the hazard, availability and suitability of controls, and cost vs. risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.					

Safe Work Method Statement

WORKER SWMS INDUCTION SIGN-OFF			
Date:	Name:	Signature:	I confirm I have read and understood this SWMS. I will verify that critical controls are in place prior to commencing high-risk tasks and will suspend work if controls are not established.
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If work methods, site conditions, or hazards change — stop, complete this table, re-brief all workers, obtain new sign-offs. Required under WHS Regulation r.300(3).

SWMS AMENDMENTS						
Under WHS Act s18, "reasonably practicable" requires consideration of likelihood of risk, degree of harm, what the person knows about the hazard, availability and suitability of controls, cost vs risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.						
Date	Work Activity / Task	Hazard / Risk	Risk Rating (Pre)	Controls — Hierarchy of Control	Risk Rating (Post)	Responsible

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