

Purpose:	To inform people of the minimum safety standards that must be met when erecting and dismantling scaffolding at Vessel Works.				
Definitions:	<p><i>Scaffolding:</i> means any advanced scaffolding, basic scaffolding, or suspended scaffolding or any framework or structure, of a temporary nature, used or intended to be used:</p> <ul style="list-style-type: none"> • for the support or protection of persons carrying out construction work or work connected with construction work, for the purpose of carrying out that work; or • for the support of materials used in connection with any such work; and • includes any scaffolding constructed as such and not dismantled, whether or not it is being used as scaffolding; and • includes any coupling, device, fastening, fitting, or plank used in connection with the construction, erection, or use of scaffolding. <p><i>Producer Statement:</i> PS1(Design by Engineer) P3(competent person sign off, of build completion) to provide Building Consent Authorities (BCAs)with proof of due diligence and construction.</p>				
Minimum Standards:	<p>All scaffolding at Vessel Works must be done in accordance with industry guidelines as per ‘reference’ section below.</p> <p>Before erecting scaffolding:</p> <ul style="list-style-type: none"> • over 5 metres in height, Vessel Works must be notified. • The considerations and notifications must be made as required under Regulation 26 of the Health and Safety in Employment Regulations (1995). • Risk assessment must be carried out, which includes: <ul style="list-style-type: none"> ○ Consideration of surrounding area and work activities; ○ Consideration of potential weather events; ○ Falls from height; ○ Falling objects; ○ Working under raised objects; ○ Personal protective equipment; ○ Deadload, live load and environmental load; ○ Design specifications of scaffold in accordance with References; ○ Emergency processes/evacuation in accordance with References; ○ Methods/equipment used for erecting (ladders secured/MEWP). <p>When erecting and dismantling scaffolding:</p> <ul style="list-style-type: none"> • The work area must be cordoned off with temporary fencing or barriers to ensure no unauthorised entry to the work area. • Equipment being used must be fit for purpose and meet regulated standards. • Progressive handrailing must be used or harnesses to prevent falls. • No work is to be completed underneath scaffold being erected/dismantled. • Scaffold can be erected by: <table border="1" style="margin-left: 20px;"> <tr> <td>Highest component under 5m</td> <td>Competent Person</td> </tr> <tr> <td>Highest component above 5m</td> <td>Qualified Person</td> </tr> </table> 	Highest component under 5m	Competent Person	Highest component above 5m	Qualified Person
Highest component under 5m	Competent Person				
Highest component above 5m	Qualified Person				

Before working on erected scaffolding:

- Handover certificate must be completed.
- Complete daily visual checks of structure and components.
- Have any alterations inspected by a competent/qualified person.
- Weekly inspection (while in use) must be completed by competent person and documented.

Wrapped, screened or sheeted scaffold:

- Additionally, for wrapped, screened or sheeted scaffold the following must be supplied:

Prior to Wrapping	PS1 (Design by Engineer)
After Wrapping Completed	PS3 (Competent person sign off, on build completion)

- The company wrapping/applying shield is responsible for ensuring all requirements of erecting and dismantling the temporary structure are followed and safety procedures are followed.
- The company must manage all risks during construction.

WORKSAFE POSITIONS BY HEIGHT OF SCAFFOLDING

HEIGHT	LEGAL REQUIREMENT	WORKSAFE POSITION
Any height	Section 36, HSWA Primary duty of care	> Scaffolding must comply with AS/NZS1576
0 – 3 metres		> Best Practice Guidelines for <i>Working at Heights 2012</i> state that if there is a potential for a person at work to fall from any height, reasonable and practicable steps must be taken to prevent harm from resulting > Erected by a 'competent person' > All scaffolds should comply with these guidelines
3 – 5 metres	Regulation 21, HSE Regulations Regulation 22, HSE Regulations	> Erected by a 'competent person' > All scaffolds should comply with these guidelines
5 – 33 metres	Regulation 53, HSE Regulations	> Scaffolding must comply with AS/NZS1576 > All scaffolds should comply with these guidelines > Erected, maintained, repaired, dismantled by a holder of a current certificate of competence
Greater than 33 metres		> Tube and coupler scaffolding higher than 33 metres is outside the scope of AS/NZS1576 Part 6 and these guidelines > Requires specific engineering design unless manufacturer's design and instructions cover more than 33 metres in height

Table 26: Requirements and WorkSafe positions by height



Minimum Standard for Erecting and Dismantling Scaffolding

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Further Information/References:	<ul style="list-style-type: none"> A. www.worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand B. http://forms.worksafe.govt.nz/hazardous-work-notification C. Good Practice Guidelines for Scaffolding in NZ (2016) D. Health and Safety in Employment Regulations (1995) E. TWfNZ-TGN0120-Engineered-Scaffold-FINAL1.pdf (sarnz.co.nz) F. AS/NZS 1576 General Scaffolding Requirements
Competency:	<p><i>Certified scaffolder:</i> is someone who holds a current Certificate of Competence (issued in accordance with Part 3 of HSE Regulations (1995)) appropriate to the type of scaffold that is being erected, used, maintained, repaired, or dismantled.</p> <p><i>Competent person:</i> is someone that has the appropriate knowledge and skills to carry out a particular task. This may be acquired through training, qualification, experience, or a combination of these. NZQA Unit Standards 9184, 13016, 13053.</p>

Declaration

I declare that the above minimum standards will be complied with while this work activity is carried out.

Company:	Vessel:
Name:	Contact No.:
Signature:	Date:
Circle one:	Structure will be under / over 5 metres

Vessel Works Approval

(to be completed by Vessel Works Staff)

Checklist	✓ / ✗
1. Are there any other known activities happening in the vicinity that could be incompatible (that increase safety risk)?	
2. If over 5 metres, evidence of WorkSafe notification has been provided?	
3. If over 5 metres, is work being done by certified scaffolder?	
4. Have we received a copy of PS1 prior to erecting?	
5. Have we received a copy of PS3 on completion of build?	

Approved By:	
Signature:	Date: