

Please read this guide carefully **before** operating the equipment

MOST IMPORTANT – RISK ASSESS!

Before you commence any work, you should undertake a **Risk Assessment**. Assessing risk involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. Carrying out a risk assessment helps you to evaluate the potential hazards arising from:

- Physical work environment
- Equipment, materials and substances used
- Work tasks and how they are performed
- Work design and Management

The three steps to managing risk are:

1. Identifying the hazards – find out what could cause harm.
2. Eliminating or controlling risk – implement the most effective control measure that is reasonably practicable in the circumstances and ensure it remains effective.
3. Reviewing control measures – ensure control measures are working as planned.

For more information regarding managing risk and identifying, assessing and controlling hazards go to the Safe Work Australia website www.safeworkaustralia.gov.au/risk or Worksafe NZ website www.worksafe.govt.nz

HELP

If the equipment does not operate correctly, is faulty or you are not satisfied with its performance, stop work and contact Kennards Hire (for details you can refer to your hire contract or call our 24 hour phone line **135 135** (Australia) **0800 470 370** (New Zealand) for assistance. **Do not attempt repairs yourself.**

GENERAL SAFETY

DO take your time; Read this User Guide and any other Safety Information provided (e.g. decals, manufacturer's operating instructions), completely and in its entirety, BEFORE operating the equipment.

DO inspect the equipment before commencing work and report any damage or concerns to your local Kennards Hire Centre – **DO NOT** use the equipment if it is damaged, faulty, has incompatible components or has any parts missing.

DO satisfy yourself that you have the correct equipment for the job and you know how to properly and safely operate it (there are many different equipment options available to make your job easy).

DO ensure you fully understand and are familiar with the equipment and its operations including uncontrolled or unexpected movement, emergency shut down/response and follow instructions provided by the hirer.

DO ensure that the equipment is assembled and used according to the manufacturer's and hirer's instructions.

DO check controls and any safety devices for proper response.

DO make sure you possess a Certificate of Competency or license issued by the relevant Regulatory Authority where required to operate particular equipment.

DO where possible; operate in a clear work area free from non-essential persons, children, animals or hazards.

DO ensure the weather conditions are suitable for the job. If weather conditions adversely change, cease work.

DO ensure that you have a secure footing and clear access and egress to the work area while on the job.

DO maintain constant awareness of your surroundings when operating moving equipment

DO ensure the work environment is well lit with all aspects of the job easily seen and discernible.

DO ensure correct lifting techniques and/or mechanical aids where applicable are used when using or transporting any machine or materials.

DO ensure any equipment or loads are securely restrained and are unable to move or fall during transport.

DO NOT operate any equipment if you are tired or suffering any medical condition, or if under the influence of drugs or alcohol which may cause lethargy or dangers to yourself or others.

DO NOT hurry and take risks.

DO NOT over-reach or stretch. Keep firm footing and balance at all times.

DO NOT operate equipment without guards correctly fitted.

PERSONAL PROTECTION EQUIPMENT (PPE)

Always wear all appropriate PPE such as safety goggles, earmuffs, safety boots, helmet, gloves etc., appropriate for the task or equipment and as indicated.



Head Protection



Hearing Protection



Respiratory Protection



Safety Glasses



Protective Clothing



Hi-vis Clothing



Protective Gloves



Protective Boots



Certificate of Competency



Sun Hat



Sunscreen

WORKING AT HEIGHTS

Always position equipment on firm and stable base, and ensure the working platform is level.

- Always ensure an adequate head clearance above.
- Always maintain three limbs in contact when ascending or descending from any height.
- Do not work at heights during wind, rain, snow, or stormy conditions.
- Ensure hand and foot holds are clean and dry, and non-slip footwear is worn.
- Never exceed Safe Working Load limits on equipment.
- Always ensure that no people can access the area under the working height.
- Always work within the legislated exclusion zone from any power lines, underground cables, or other electrical installations.
- Check your local regulatory authority for the relevant working at height legislation in your country, state or territory.

SCAFFOLD SAFETY

- Any working platform, 2 metres or more above the ground should have handrails, mid rails and kickboards fitted. Ensure there are no holes or gaps in decks that material can fall through.
- Any scaffold tower with a platform height of greater than 4 metres can only be assembled, altered or disassembled by a qualified scaffold erector.
- All scaffold and platforms must be erected in accordance with manufacturer's instructions.
- All castors used in mobile scaffold towers must be fitted with brakes. Castor brakes must be applied at all times when the scaffold is in use.
- Mobile scaffolds must not be used on sloping surfaces greater than 5 degrees.
- Never move scaffold while personnel are on platform. Secure tools and equipment before moving and ensure that the area is clear of overhead obstructions.

- Internal ladders must be fitted to the scaffold for access to working decks.
- Do not climb on the outside or inside of the scaffold. Always climb in the inside of scaffold using the appropriate ladders.
- At no time can a ladder be used on the deck of a scaffold to gain additional height.
- Ensure that all components required to build are together and are of the same make. Do not mix and match components from different systems.
- Ensure that outriggers are in position to maintain a height to minimum base width ratio of 3:1. Height of towers with base width less than 1.2m should not exceed twice the base dimension.
- To move the scaffold, only apply force by pushing at or near the base and ensure that the tower remains stable during movement.
- Protect the scaffold from corrosive substances.
- Do not push or lever against the scaffold in use. Horizontal forces can cause instability of free standing towers. Take care when a drill is being used and tie in tower if required.
- Do not use sheeting encapsulation around the tower unless designed accordingly by an engineer.
- Do not lift material or equipment outside the base of the tower unless designed accordingly by an engineer.
- Ensure the scaffold is secure and access to unauthorised persons is prevented when left unattended.
- Where scaffolds are left incomplete affix a warning sign and guard off the entry by unauthorised persons.
- Towers must be stabilised and secured when the height of the scaffold is to exceed three times the smallest base dimension. When there is a possibility of adverse weather conditions eg. wind exceeding 45kms. Where the structure is located where the wind has a tunnelling effect. When towers are to be left unattended for any appreciable time especially in areas of public access.

Every effort has been made to give appropriate guidelines for the use of this product, however, Kennards hire accepts no responsibility for any loss or damage suffered by any person acting or refraining from action as a result of this information.

This operating and safety brochure is intended as a guide only for the safe operation of this equipment. It does not override license requirements nor is it a substitute for a structured operating lesson. If you are unsure about any aspect of the equipment or its capabilities or if you are in doubt as to its proper usage, feel free to consult our trained employees for instruction or the answers to any questions you may have regarding the safe operation of this equipment.

Australia www.kennards.com.au New Zealand www.kennardshire.co.nz

TOWER ERECTION PROCEDURE

ALUMINIUM AND FIBREGLASS SCAFFOLD

**KENNARDS
HIRE**

Make your job EASY!

This procedure is for assembly of towers with working platforms typically at 2m intervals, up to 4m high. Only licensed scaffolders are allowed to assemble towers over 4m high and must comply with local statutory regulations, which may differ from state to state.

ERECTION PROCEDURE

- For mobile Scaffolds, fit four castors legs into the two frames. Ensure the castor brakes are locked before building up the scaffold. For non-mobile scaffold, insert four plate legs into the two frames.
- Attach two horizontal braces (yellow) internally to one of the frames uprights, just above the first rung with the snap hook facing outwards. The frame is now self-supporting – See Fig. 1.
Note: horizontal brace (yellow) must always be installed facing outwards as per Fig. 1.
- Stand up the other frame. Attach it to the other ends of the two horizontal braces (yellow) at the same position.
- Determine where the final location of hatch will be. This will be referred to as the 'front right' position. When the hatch door is opened outwards, it will rest against a horizontal brace. Install a plan brace (red or green) diagonally to the opposite frame uprights below the first rung. The plan brace should go from 'front left' to 'back right' – See Fig. 2.
- Check that the scaffold base is square – See Fig. 2.
- Level the base in both the horizontal and vertical directions by adjusting the castor legs or plate legs with a spirit level. Tighten the wing nuts on the castor legs.
- Install two diagonal braces (blue) to stabilise the frames. These should be attached next to the vertical leg of the frame. The first diagonal brace at the hatch side should be positioned from the first rung at front right to the other end. The second diagonal brace should be positioned at the other side in the opposite direction.
Note: For every lift, 2 diagonal braces are required for narrow (0.7m) frames and 4 are required for double (1.2m) width frames.
- To assist with erection, install one platform temporarily approximately 0.5m from the ground between both end frames – See Fig. 3.
- Attach another frame on top of each of the frames already at base level to achieve a nominal 2.0m height. Lock the frame clips into place and install the diagonal braces (blue) – See Fig. 3.
- Move the platform from its temporary position to the next rung above (approximately 1m from the ground) – See Fig. 4.
- Install the access ladder at front right. The red hook of the arm should sit next to the diagonal brace hook – See Fig. 4.
- Erect the horizontal braces (yellow) as guardrails and mid rails for the working platform whilst standing on the temporary platform.
Note: The horizontal brace (yellow) must always be installed facing outwards. Horizontal braces (yellow) should be erected as temporary guardrails/mid rails anywhere there is a risk of falling off.

- Position the hatch platform in the same location as the access ladder and nominally 1m above the temporary platform, which should be staggered.
- Remove the temporary platform and place it above to complete the working platform. Install toeboards – See Fig. 5.
- If working height is expected to exceed 3 times the least base dimension, outriggers must be fitted. For all narrow (0.7m) towers outriggers must be fitted where height exceed 2 times the least base dimension. If Outriggers are not used then tower is to be stabilised by installing ties to a suitable structure.
- Access the first working platform via the internal ladder
- Repeat the above process installing working platforms at nominally 2.0m intervals.
- Tower is now complete with working platforms at 2m and 4m heights – See Fig. 6.
- Before using the scaffold, the scaffold must be checked to make sure that it is built correctly and stands vertical.

DISMANTLING PROCEDURE

- The dismantling process for the Mobile Scaffold Tower is the reverse of the erection process. During dismantling, the stability of the scaffold must be maintained at all times.
- Ensure castor brakes are applied, and remove materials, debris and equipment from the working platforms before commencing. Dismantle the scaffold components in the reverse order of the erection sequence, starting at the top of the scaffold tower.
- Horizontal (guardrail) braces should not be removed from any working level before the removal of scaffold decks from the same level.
- Do not remove diagonal braces until it is necessary to remove the Frames to which they are attached.
- If the scaffold is stabilised with Outriggers or tied to a supporting structure, removal of any Outriggers or ties should not be done until progressive dismantling of the scaffold reaches the level of the outriggers or ties.
- Do not stack the removed components onto the scaffold decks when dismantling the scaffold. This may cause overloading.
- Components are to be lowered to the ground and not dropped, to avoid structural damage to the components.

Note: Horizontal braces (yellow) should be erected as temporary guardrails/mid rails anywhere there is a risk of falling off at any height more than 2m above the ground. Horizontal brace (yellow) must always be installed facing outwards.

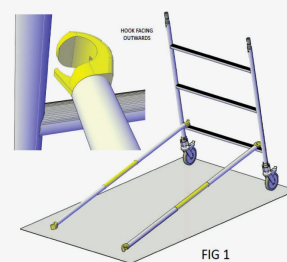


FIG 1

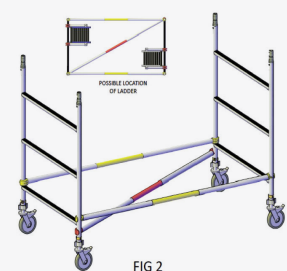


FIG 2

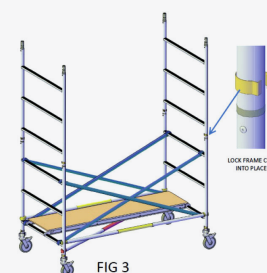


FIG 3

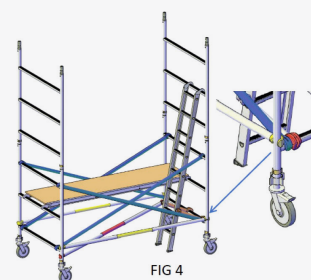


FIG 4



FIG 5



FIG 6

If you need further advice, or any components are damaged, stop work and contact Kennards Hire. Refer to your hire contract for details or call our 24 hour phone line on **135 135** (Australia) or **0800 470 370** (New Zealand) for assistance. DO NOT attempt repairs yourself.

For additional information, see our 'How to erect a scaffold' video on YouTube

(youtube.com/watch?v=HjZhPOF4ukM&t=83s)