

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-315

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** – Scaffolds that are constructed to a standard by competent people, and inspected for condition regularly and before use, are critical in preventing falls from scaffolds due to failure or poor construction of the scaffold.

**Exemption** – Nil.

**Operational Requirements**

## Performance Metrics

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| --- | --- |
| Scaffolds are constructed, from approved materials, in accordance with recognised standards, including requirements for platforms, guard rails and access stairs / ladders. | Scaffolds are constructed or altered by competent persons, who are licensed or certified as required by local regulations. |
| Unauthorised access to incomplete, unattended scaffolds is prevented (e.g. using barricades, signs etc.). | Scaffolds that are in place for an extended period are inspected for condition by a competent person at least monthly, and after any incident or event that could affect its stability. |
| Scaffolds are inspected for condition before each use, including a check of the approval-for-use status of the scaffold. |  |

## Utilisation

Required in all situations where scaffolds are used.

## Safety Critical Defeat Requirements

No defeat permitted.

## Testing & Verification

Scaffold construction must be audited as part of the annual auditing cycle.

The condition of scaffolds (including approval-for-use status must be checked before each use.

## Maintenance

Scaffolds must be inspected and approved for use by a competent person at least monthly and after any incident that could affect its stability (e.g. severe weather). Any required repairs are to be completed before re-approval.

## Training & Competency

People involved in building, altering and inspecting scaffolds must be trained and competent in these activities and hold the licences or certifications required by local regulations.

**Task Requirements**

The following are the key day to day requirements operators/maintainers and supervisors must follow to ensure the control is being used correctly.

## Task Requirements

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| No. | Supervisor | Operator/Maintainer |
| 1 | Verify the scaffold has been constructed by a competent, qualified person who holds the appropriate licence or certification. | Check the condition of the scaffold before accessing it, including its approval-for-use status. Report any faults to the relevant supervisor. |
| 2 | Verify the scaffold has been inspected by a competent person and has not exceeded its inspection / expiry date. | Do not access the scaffold if the approval-for-use status is not clearly labelled, or the inspection date has expired. |
| 3 | Verify access to a scaffold that is incomplete has been prevented (e.g. with barricades, signs etc.). |  |

## Skills Requirements

Licence or certification to construct scaffolds, as required by local regulations.

## Permits

Work at Heights permit required for erection, dismantling and alteration of scaffold if more than 2 metres above ground level.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

Not applicable.

**Design Requirements**

## Design Standard

International standard relevant for the type of fall protection equipment e.g:

* AS 1576 series - Scaffolding
* ANSI / ASSE A10.8 – Scaffolding Safety Requirements

## Safety Parameters

The working load limit of any scaffold (including people, materials and equipment) must not be exceeded.

Scaffolds must be constructed with a handrail, mid rail and toe board at every open edge of a work platform.

## Design Life

Scaffold is to be inspected at least monthly and re-approved for continued use.

## Safe Separation

Not applicable.

## Special Requirements

No additional requirements.