

# Information Book

National Licence RTO-VET  
Learning Materials

Licence to erect, alter and dismantle

## Scaffolding – basic level



# Contents

<b>Introduction to High Risk Licensing</b> .....	5
<b>Element 1—Plan Job</b> .....	11
<b>Element 2—Select and Inspect Plant and Equipment</b> .....	61
<b>Element 3—Set Up Task</b> .....	87
<b>Element 4—Erect Scaffold and Scaffold Equipment</b> .....	125
<b>Element 5—Dismantle Scaffold and Scaffold Equipment</b> .....	161

## Element 1

# Plan Job



**Please note: Some illustrations in this guide have the ladder or stair or some ledgers braces or transoms removed for clarity of the image.**

*This element covers performance criteria:*

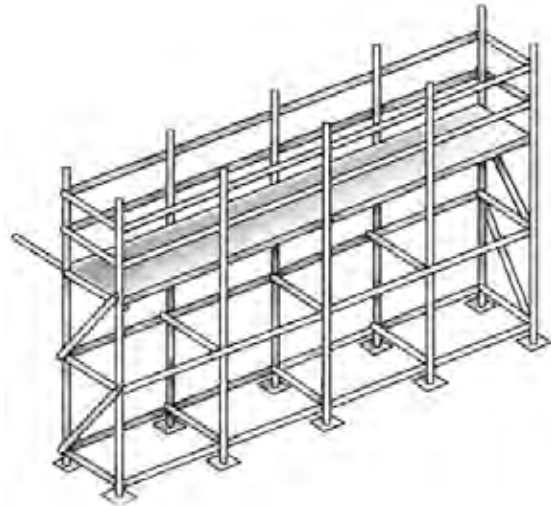
- 1.1 Task to be undertaken is assessed.
- 1.2 Potential workplace hazards are identified.
- 1.3 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment.
- 1.4 Site information is obtained.
- 1.5 Scaffold, associated equipment and scaffolding equipment are identified from site information and in consultation with appropriate personnel (where applicable).
- 1.6 Safety equipment is identified.
- 1.7 All forces and loads exerted on and by the scaffold and/or scaffolding equipment are determined and calculated.
- 1.8 Appropriate communication methods are identified with appropriate personnel.

## Do you need a licence?

Only a licensed person can put up scaffolding 4 metres (2 lifts) or higher.

When you get your basic licence you can use tube and coupler scaffold for:

- Tie-ins
- Internal ledger braces
- Handrails
- Security of kickboards
- Gin wheels.



### Basic scaffolding licence

The scope of work for this licence is scaffolding work associated with—

- (a) prefabricated scaffolds;

#### Sch. 3

(b) cantilevered hoists with a maximum working load limit of 500 kilograms (materials only);

- (c) ropes;
- (d) gin wheels;
- (e) safety nets and static lines;
- (f) bracket scaffolds (tank and formwork)—

but does not include work involving—

- (g) cantilevered crane loading platforms;
- (h) cantilevered and spurred scaffolds;
- (i) barrow ramps and sloping platforms;
- (j) scaffolding associated with perimeter safety screens and shutters;
- (k) mast climbers;
- (l) tube and coupler scaffolds (including tube and coupler covered ways and gantries);
- (m) hung scaffolds, including scaffolds hanging from tubes, wire ropes and chains;
- (n) suspended scaffolds.

## Talk to other workers

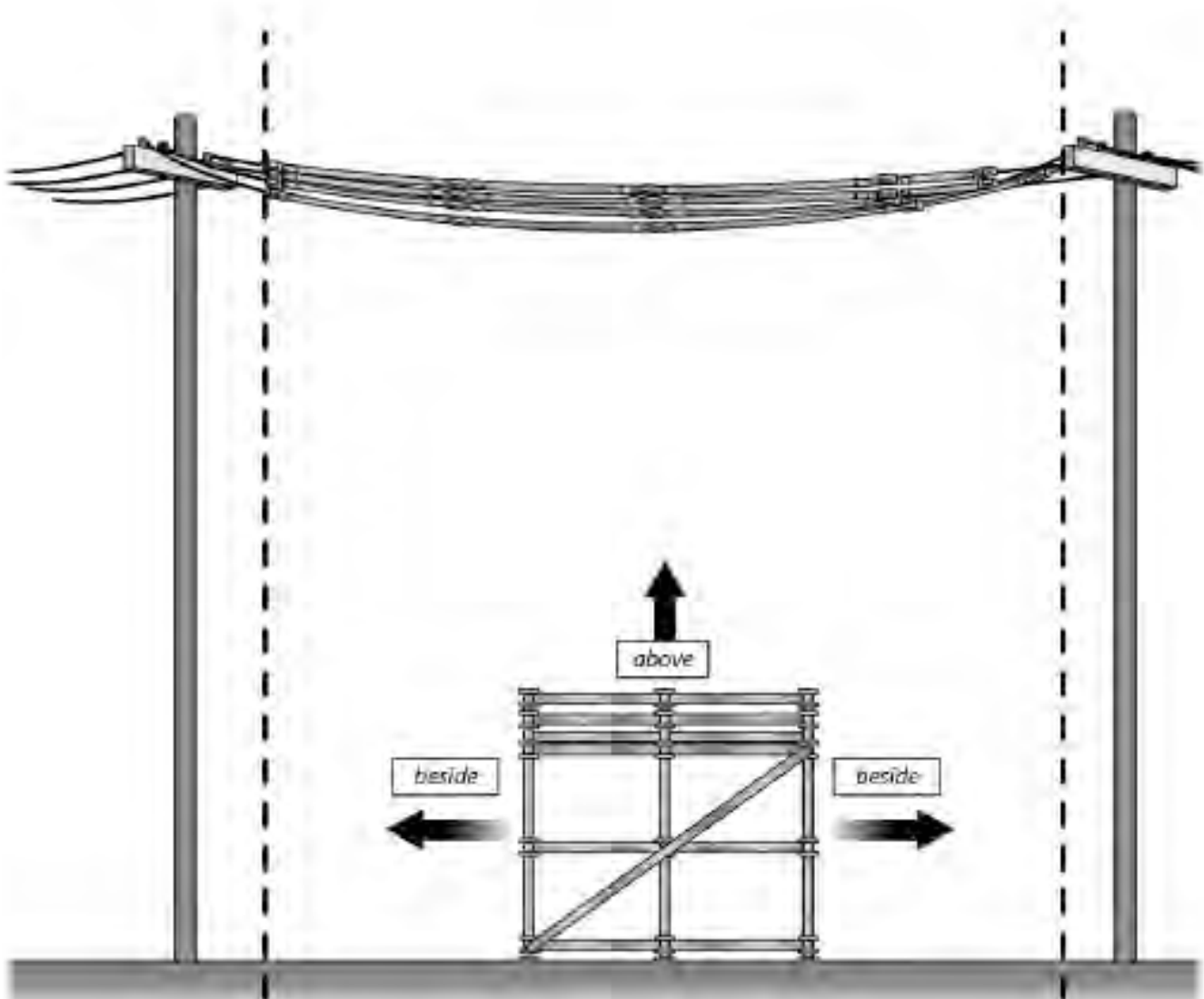
The hazard controls you take may affect what other workers are doing. You should talk to workers who may be affected by your actions, as well as your boss and WHS representative.



## Powerline distances “Look up and live!”

Always check overhead for powerlines and make sure you and any equipment or materials you are using do not come into contact with them. Powerlines must be insulated at least 5 metres out from the edge of the scaffold. The safe operating distances for working near powerlines are outlined on the following pages.

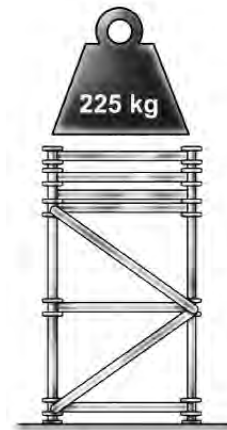
**Check the distances for your state or territory.**



## Different scaffolds for different jobs

### Light duty (maximum load 225 kg per bay)

Used for electrical repairs and servicing, painting, sign writing, window cleaning etc.



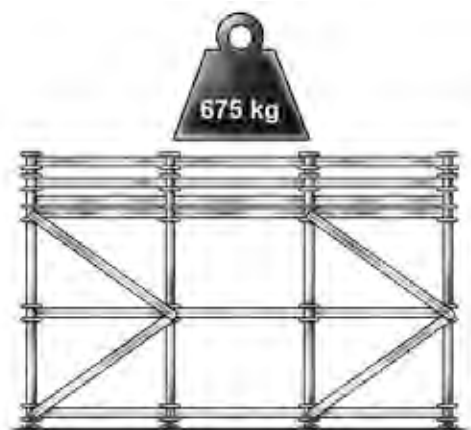
### Medium duty (maximum load 450 kg per bay)

Used for carpentry, cleaning, electrical installations, plastering, glazing, illuminated sign erection, joinery, plumbing, roof tiling and slating services, wall tiling, welding etc.



### Heavy duty (maximum load 675 kg per bay)

Used for bricklaying, concreting, demolition, masonry, rigging etc.



# Select and Inspect Plant and Equipment



*This element covers performance criteria:*

- 2.1 Scaffold, associated equipment and scaffold equipment are selected and inspected according to procedure and site information.
- 2.2 Safety equipment is selected and inspected according to procedures.
- 2.3 All defective scaffold, associated equipment, scaffold equipment and safety equipment are isolated according to procedures.
- 2.4 All defective scaffold, associated equipment, scaffold equipment are reported and recorded according to procedures.
- 2.5 Communication equipment is selected and inspected for serviceability (where applicable).

*Scaffold, associated equipment and scaffold equipment are selected and inspected according to procedure and site information.*

Performance  
Criterion

**2.1**

## Select and inspect scaffolding equipment

When you start a job, select and check all scaffolding equipment so you know it is right for the job.

You will need to inspect all scaffolding and associated equipment according to procedures which may include:

- Manufacturer's guidelines
- Industry operating procedures
- Workplace procedures
- Reporting and recording procedures.

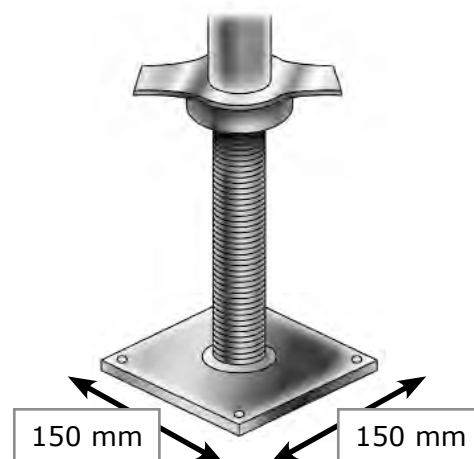


## Select equipment for the task

It is essential that the equipment you use meets all regulatory requirements and is the most appropriate for the job you are to do.

### Adjustable base plates

A screw jack should be at least 150 mm x 150 mm with a minimum thickness of 6 mm.



The spindle of an adjustable base plate should extend 150 mm above the maximum nut extension.





# Set Up Task



*This element covers performance criteria:*

- 3.1 Appropriate hazard prevention/control measures are applied to the work area according to procedures.
- 3.2 Ground suitability is checked.
- 3.3 Appropriate footings are prepared to support scaffold and scaffold equipment according to procedures and the appropriate standard.
- 3.4 Scaffold and scaffold equipment are prepared for erection according to procedures and the appropriate standard.
- 3.5 Safety equipment is fitted and secured according to procedures (where applicable).
- 3.6 Scaffold and scaffold equipment are positioned for work application and stability according to procedures and the appropriate standard.

c) Is the ground flat and even?



d) What is the ground (soil) structure?



### Ground types




Check if the ground can support the scaffold. Different types of ground have different load-bearing pressures.

On the following page are different ground types from weakest to strongest.

## Answer to Activity 1 (i)

<b>Bill's Scaffolding Pty Ltd</b> Modular scaffolding equipment list				
Component	Length	Quantity	Weight	Sub Total Weight
Standard	3.0 m	8 ×	18 kg =	<b>144 kg</b>
Standard	2.0 m	3 ×	12 kg =	<b>36 kg</b>
Transom	1.2 m	22 ×	9 kg =	<b>198 kg</b>
Ledger/guardrail	1.8 m	21 ×	10 kg =	<b>210 kg</b>
Longitudinal brace (1.2 m bay)	2.7 m	3 ×	9 kg =	<b>27 kg</b>
Transverse brace (1.8 m bay)	2.0 m	3 ×	12 kg =	<b>36 kg</b>
Captive plank (225 mm)	1.8 m	23 ×	13 kg =	<b>299 kg</b>
Captive plank (225 mm)	0.7 m	2 ×	5 kg =	<b>10 kg</b>
Ladder access putlog	1.2 m	1 ×	8 kg =	<b>8 kg</b>
Adjustable base plate	750 mm	11 ×	8 kg =	<b>88 kg</b>
Ladder	4.0 m	1 ×	20 kg =	<b>20 kg</b>
			<b>Total Weight =</b>	<b>1076 kg</b>

## Answer to Activity 1 (ii)

Components	Weight	Calculation	Total
Adjustable base plate 	8 kg	$1 \times 8 = 8$	<b>8 kg</b>
3 m standard 	18 kg	$1 \times 18 = 18$	<b>18 kg</b>
Transom 	9 kg	$4 \times 9 \div 2 = 18$	<b>18 kg</b>

### Answer to Activity 3 (continued)

**Bill's Scaffolding Pty Ltd**  
**HANDOVER CERTIFICATE**

Number: 9989

Each of the following items must be completed by the responsible scaffolder:

- 1) Client: Mr Burns Constructions
- 2) Site Address: 345 Homer Ave,  
Springfield
- 3) Scaffold location: South Face
- 4) Type of scaffold:  
Tube and coupler / Frame / Tower Frame /  
Modular / Other  
(Circle the appropriate type.)
- 5) Number of working platforms: 1
- 6) Duty category of working platforms:  
Light / Medium / Heavy / Special  
(Circle the appropriate type.)
- 7) Number of lifts above base life: 6
- 8) Scaffold height: 12 m Note: Height is measured to top lift - NOT guardrail
- 9) Number of bays long: 10
- 10) Scaffold length: 24 m
- 11) Type of access:  
Ladder / Stair / Ramp / Other  
(Circle the appropriate type.)
- 12) Design drawing reference: HMB/6789
- 13) Date of handover: As stated (day, month, year)
- 14) Time of handover: As stated (am or pm or 24 hour time)
- 15) Name of responsible scaffolder:  
The applicant's name
- 16) Signature responsible scaffolder:  
The applicant's signature