



PTW CHECKLIST - NO. 55		Title: Erection or Dismantling of Scaffolding	
Owner: Capability Coordinator			
Approver: Capability Coordinator		Max Validity Period: 5 yrs	
Permit No.:		Date:	
Latest Rev	Date	Details	Authorised By
7.0	Jan 2016	Full revision	S Elliott

Other Checklists That May Be Relevant: [71](#)

HRA Checklists:

Work under this permit will include the following operations (Tick as Applicable):

- Erection or Dismantling of Scaffolding – Section ONE of this checklist to be Completed for all Permits**
- Working at Height – Section TWO of this checklist to be completed when working at height at or above 1.8m or if serious harm from fall less than 1.8m**

SECTION ONE:

PRIOR TO PERMIT ISSUE:

Tick when done

- | | | Y | N | NA |
|----|---|--------------------------|--------------------------|--------------------------|
| 1 | If a special scaffold is to be erected, has a structural engineer approved the design for its intended use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Protective measures shall be provided for scaffolds in close proximity to hazards such as heat, electricity, vibration and rotating equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Ensure the scaffold will not restrict operability of valves, instruments, controls or emergency equipment eg: line of sight gas detectors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Consider piping thermal expansion and well growth. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PRIOR TO COMMENCING TASK:

- | | | | |
|---|--|--------------------------|--------------------------|
| 5 | High pressure fittings and other vulnerable process equipment identified and protection has been put in place where appropriate. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Avoid walking on insulated and lagged surfaces that can be easily damaged. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Does the design of the scaffold allow for rescue and evacuation of personnel. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Barriers and signs have been erected. | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION TWO: Working at height

PRIOR TO PERMIT ISSUE:

Tick when done

Y	N	NA
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9. Appoint an safety observer to oversee the work at height.

Name: _____

- 10 Recovery Plan has been developed to recover suspended person. Confirm the Permit Issuer (PI) has approved the plan and all personnel in the work party and recovery team have read and understood the Recovery Plan.

11. Are all members of the Recovery Team appropriately trained for the recovery Techniques as stated in the Plan. Nominate the Recovery Team:

12. Are anchor points in good condition and appropriate?

- 13 Live aerials, power lines, gantry cranes have been confirmed isolated before any work in or near them commences.

- 14 Persons wearing fall protection should hold, or be supervised by a person holding NZQA unit standard 15757, 23229 or 25045.

Name: _____ NZQA unit held _____

Name: _____ NZQA unit held _____

Name: _____ NZQA unit held _____

PRIOR TO COMMENCING TASK:

Tick when done

Y	N	NA
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- 15 Are all members of the work party trained or appropriately supervised by a competent person, in the correct fitting and application of all work at height equipment that is to be used in the work?

- 16 Tools and equipment to be used for the work, are suitably contained or restrained to prevent dropped objects.

- 17 Confirm all equipment to be used for work at height has current certification.

- 18 Confirm that work at height party have had "Buddy Checks" completed.

- 19 Confirm that the Adverse Weather Working Guidelines ([PRD-ACT03-003](#)) have been referenced to ensure environment conditions are suitable for the work being undertaken.

WORKING OVER WATER:

"Working Over Water" is defined in Section 4.17 of the [PTW Manual](#).

NOTE: "Work at height over water shall cease three hours prior to evening civil twilight. If work at height over water is required after sunset an additional hazard ID shall be undertaken. The relevant site Activity Manager shall approve this hazard ID, along with the request for carrying out the work".

NOTE: Not applicable for work on onshore bridges, over waterways, streams or rivers.

20. The nominated Safety Observer, able to work in a position not exposed to WOW risk is: _____

21. All personnel working over water are to wear head protection, self inflating/ self righting lifejackets and PLB.

22. The Observer shall ensure that a Dan Buoy and Fluorescent Marine Dye Marker is located at the worksite and is ready for deployment if required.
If the Observer is also the designated rescuer (eg. Abseiler), then the Observer shall wear the same PPE as the person working at height over water.