Integrated Management System

Contractor Management Guidance Document

Work at Height (Mobile Scaffold)

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1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
    - Effectively described; and
    - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

Note 1.2: Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding work at height (**Mobile Scaffold**) at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

Note 2.1: If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via HSE_Team@Motorfuelgroup.com.

3. GENERAL GUIDANCE

3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform work at height which has been identified as involving significant risk (**Major Works**).This guidance document specifically details expectations regarding use of **Mobile Scaffolds**.

3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit** (**WCP**) to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify if risks of exposure to work at height exist and if present, the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 Risk Assessment & Method Statement

Contractors will carry out a work site hazard inspection and determine the risk reduction measures (i.e., controls) required when a need for work at height is identified. Consideration will be given to:

- The scope of work and associated tasks, for example:
  - Working at height
  - Access and egress
  - Equipment to be used; and
  - Potential for dropped objects
- Location of the work activity (i.e., workplace hazards)
  - Traffic movement
  - Flammable liquids and vapours
  - Infrastructure
  - Activities of other (i.e., customers, visitors, etc.); and
  - Overhead hazards (i.e., powerlines)

  Note 3.3.1: The presence of overhead electrical cables presents a risk of electrocution, for 230 kV cables the recommended minimum safe working distance is four (4) metres (13.1 feet) and for 50kV cable the minimum safe working distance is three (3) metres (9.8 feet).
- Equipment to be used, for example:
  - Mobile Scaffold, including:
    - Guard rails
    - Connectors and securing plates
    - Platforms or boards
    - Outriggers; and
    - Wheels and locking mechanisms
  - Mechanical equipment, including hand tools
  - Hand tools
  - Personal Protective Equipment (PPE)

    Note 3.3.2: Fall protection equipment (i.e., full-body harness and lanyard) including anchor points, will be used if determined to be a requirement through risk assessment.
- Duration of the work
- Condition and stability of existing surfaces, including ground conditions
- Physical capabilities of the workers; and
- Emergency procedures required in the event of an incident

Contractors will formally record the assessment findings as part of the task-specific Risk Assessment and Method Statement, which will include as a minimum:

- Hazards
- Associated risks to people, the environment and assets
- Risk ranking for existing risks (e.g., High, Medium or Low)
- The risk reduction measures (i.e., controls) required to reduce the existing risks
- A residual risk ranking following implementation of controls(e.g., High, Medium or Low); and

- Step by step description of how work tasks will be performed safely, including scaffold construction, maintenance and dismantling

Note 3.3.3: If residual risk is determined after implementation of additional risk reduction measures (i.e., controls) to remain **High Risk**, work cannot begin. Further assessment is required to identify other controls that, following implementation, will residual reduce to an acceptable level.

4. Preparing to Erect Mobile Scaffold

When determined to be the safest and most effective option for gaining access to work at height, mobile scaffolding will be used to control the risk associated to work at height.

Prior to starting to erect mobile scaffolds Contractors (i.e., Site Management or Job Supervisor) will:

- Confirm the type of mobile scaffold to be used
- Review the Risk Assessment and Method Statement (RAMS) for the work, to:
  - Ensure full understanding
  - Confirm suitable for the proposed work; and/or
  - Identify and record any required amendments to the RAMS
- Review the Work Control Permit (WCP) if required with the designated MFG Representative
- Prepare a Clearance Certificate
- Communicate the content of the Work Control Permit and Clearance Certificate to the Job Crew and other affected personnel (i.e., Pre-Job Safety Brief) and confirm mutual understanding of:
  - Risk Assessment and Method Statement (RAMS)
  - Work Control Permit (WCP) if required; and
  - Clearance Certificate
- Ensure:
  - Component parts of the mobile scaffold are available to safely construct the scaffold
  - Job Crew:
    - Are trained and competent to safely construct the mobile scaffold; and
    - Have the required Personal Protective Equipment (PPE)

      Note 4.1: PPE will include fall protection equipment if specified in the Risk Assessment and Method Statement and/or Work Control Permit
  - Effective implementation of the identified risk reduction measures, including work site secured against unauthorised access
  - Work site, materials and Job Crew are ready in all aspects to perform the work

5. Scaffold Design & Construction

Contractors (i.e., Job Supervisor) will ensure mobile scaffolds:

- Comply with the standard required for all types of scaffolds, for example:
  - Double guardrails
  - Toe-boards
  - Work platform
  - Bracing; and
  - Access ladder
- When purchased or rented must be supplied with all of the components to:
  - Prevent collapse or toppling of the scaffold; and
  - Ensure scaffold stability

- The height of the scaffold does not exceed more that than three (3) times its smallest base dimension

  Note 5.1: If outriggers are used to attain the 3:1 ratio, the outriggers must be firmly attached and ensure scaffold stability.

- Are braced by cross, horizontal, diagonal braces, or combination of these, to:
  - Prevent racking or collapse of the scaffold; and
  - Ensure scaffold remain plumb, level and squared
- All casters are provided with a positive locking device to hold the scaffold in position while:
  - Stationary; or
  - Employees are on the scaffold
- Caster stems and wheel stems are:
  - Pinned; or
  - Otherwise secured in scaffold legs, or a properly designed facility
- Stability is maintained by ensuring the:
  - Scaffold is resting on firm, level ground; with
  - Locked castors or base plates properly supported

    Note 5.2: Never use bricks or building blocks to take the weight of a mobile scaffold.

  - Stabilisers or outriggers are installed when required by the manufacturer; and
  - Scaffold is never erected to a height above that recommended by the manufacturer

6. Mobile Scaffold: Use

Contractors are responsible for the safe and proper use of a mobile scaffold, specifically the Job Crews will ensure:

- Mobile scaffolds are used:
  - On level, smooth surfaces free of major defects; or alternatively
  - With the wheels contained in wood or channel iron runners
- Mobile scaffolds are never used:
  - In strong winds
  - As a support for ladders, trestles, or other access equipment
  - With broken or missing parts; or
  - With incompatible components
- The following requirements are implemented when moving a mobile scaffold:
  - Check that:
    - There are no power lines or other obstructions overhead; and
    - The ground is firm, level and free from potholes
  - Push or pull using safe manual handling techniques from the base only
  - The height of a scaffold during movement does not exceed twice (2) the minimum base width; and
  - Workers do not ride on the scaffold

  Note 6.1: Forklift-trucks or other similar motorised vehicles will not be used to move mobile scaffolds unless the scaffold is specifically designed to be moved in this manner.

7. Mobile Scaffold: Inspection & Certification

Contractors are responsible for performing inspections of mobile scaffolds and confirming (if required) they are certified as fit for purpose. The Contractor (i.e., Job Supervisor) will ensure:

- Mobile scaffolds are inspected:
  - Following assembly; and
  - At suitable regular intervals by a Competent Person

  Note 7.1: If used for construction work, and a person could fall two (2) metres or more from the working platform, the scaffold must be inspected following assembly and then every seven (7) days until dismantled.
- Inspection records are retained until the next inspection is recorded; and
- Mobile scaffolds are not used if identified as defective or unsafe in any other way to use

8. Scaffold Dismantling

When dismantling fixed scaffolds Contractors will:

- Check:
  - The stability of the scaffold
  - Outriggers are fitted and secure
  - That scaffold decks are still firmly in place; and
  - Caster stems and wheel stems are:
    - Pinned; or
    - Otherwise secured in scaffold legs, or a properly designed facility
- Determine the Personal Protective Equipment (PPE) required for scaffold dismantling, include fall protection equipment where required
- Ensure that no materials or tools are lying on the scaffold, to avoid the potential for these to become dropped objects during dismantling.
- Ensure a safe storage area for dismantled scaffold components

  Note 8.1: Also consider the needs for a safe and clear access and egress route for the vehicle collecting the dismantled scaffold.
- Remove dismantled scaffold parts from the scaffold immediately during dismantling
- Safely remove scaffold components from top to bottom:
  - Remove the scaffold toe-board set
  - Relocate braces, as necessary to allow the work platform to be relocated to lower level
  - Remove guarding rails
  - Remove access ladder when safe to do so, if fitted
  - Safely lower dismantled components to the ground

    Note 8.2: This will be achieved by hand-to-hand transfer or carefully lowering with a rope.
- Safely remove outriggers and work platform

  Note 8.3: To be completed when guard rails and bracing above the outriggers have been removed and the work platform is no longer required for safe work at height.
- Safely remove caster stems and wheel stems, if fitted; and
- Remove all mobile scaffold components, fittings and fixtures from site

9. Monitoring Work Performance & Work Completion

The Contractor (i.e., Job Supervisor) will:

- Monitor work activities related to the use of mobile scaffold
- Confirm that:
  - Activities are carried out in accordance with the work control documentation
  - Any required field checks (e.g., alignment, etc.) are performed and recorded
- On completion of the work activities:
  - Confirm and verify:
    - All waste and/or excess materials are removed from the work site
    - All handheld tools are removed and stored securely
    - Barriers, warning tape, flagging, signage, and floodlighting are removed; and
    - The work site is left in a safe condition
  - Sign-off the relevant work control documents, for example:
    - Clearance Certificate; and
    - Work Control Permit (WCP) if required