

2600 SERIES SCAFFOLD TOWER ERECTION PROCEDURE

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

1. For mobile scaffold insert castors into two base frames and lock adjustable nut together with wingnut (castors are adjustable). For non-mobile scaffold, insert adjustable bases into two base end frames.
2. Attach at least one horizontal brace (yellow) to the frame upright just above the first rung with the brace locking mechanism facing outwards. Once you hear an audible click, the frame is now self-supporting. **See Fig. 1**
3. Add another horizontal brace (yellow) to existing frame, then stand up the opposite base frame and attach the other two horizontal braces (yellow).
4. Install a plan brace (red for 1.2m and greater frame width and green for 0.7m frame width) to diagonally opposite uprights, below the first rung.
5. Install two diagonal braces (blue) and a temporary platform on the bottom frame rung to stabilise the base frames (typically 2m high).
6. Check with a spirit level that the scaffold base frames are square and level, in both horizontal and vertical directions. If required, adjust the castors or base plates. **See Fig. 2**
7. Install the next end frames on top of each of the two base frames and install the diagonal brace (blue) above and below the joining point of the base end frames, with the braces locked in opposite direction from each other.
8. Move temporary platform to approximately 1m from the ground between both end frames. **See Fig. 3**

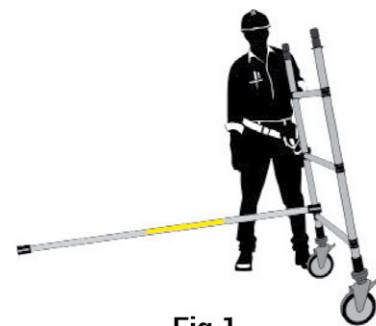


Fig.1

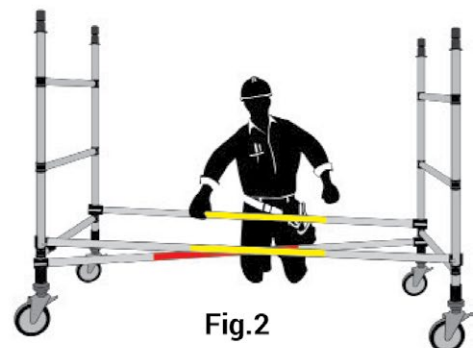


Fig.2



Fig.3

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9. Erect the ladder access platform approximately 1m above the temporary platform which will be 0.5m above deck height. This is part of the first working platform and will act as fall prevention. Install an access ladder through the opening section of platform. **See Fig. 4**
10. Erect horizontal braces (yellow) as guardrails and mid rails for the working platform whilst standing on the temporary platform. Ensure the trigger ridge and brace tongue mechanism are fully touching. **See Fig. 4**
11. Remove the temporary platform and place it above to complete the working platform. The working platform should now include the ladder access platform and the access ladder. **See Fig. 5**
12. If working height is expected to exceed 3 times the least base dimension, outriggers must be fitted. For all 0.7m wide towers outrigger must be fitted where height exceeds 2 times the least base dimension. If outriggers are not used then tower is to be stabilised by installing ties to a suitable structure.
13. Access the first working platform via the internal ladder only.
14. Repeat the above process installing working platforms at nominally, 2.0m intervals. **See Fig. 5**



Fig.4



Fig.5

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15. Install toeboards at all working platforms with the end toeboard cut outs facing up and the side toeboard cut out facing down to interlock together.
16. Before using the scaffold, the scaffold must be checked to make sure that it is built correctly and stands vertical. Check all braces are in the locking position with the trigger ridge fully touching the brace tongue.
17. Tower is now complete with top working platform at 4m height, as shown in **Fig. 6**

If in doubt, ask your supplier.



Fig.6

GENERAL SAFETY NOTES

The following Safety Notes apply to mobile tower frame scaffolding supplied by Oldfields Advance Scaffold Pty Ltd. It is recommended that these Safety Notes be available to users of the scaffold and read in conjunction with:

- Assembly instructions for the particular mobile tower frame scaffold system.
- Hazard Identification, Risk Assessment and Control Measures for Aluminum Mobile Scaffolding.
- Local Statutory Acts and Regulations, as applicable.

SAFETY NOTES

1. Ensure the scaffold is erected in accordance with the Tower Erection Procedure. Persons erecting, altering or dismantling a scaffold must hold the relevant scaffolding certificate of competency if:
 - a. the scaffold is over 4m platform working height.
 - b. the potential fall height from the scaffold through a penetration or over the edge of a floor is more than 4m in height.
2. Ensure components are not damaged, incorrect or incompatible. Always inspect the scaffold before use. If in doubt, contact the supplier.
3. Ensure that all the components required to build the scaffold are together and are of the same make. Do not mix and match components from other systems unless authorised by Oldfields Advance Scaffold.
4. Ensure that there is a safe working area for the scaffold.
5. Always wear appropriate personal protective equipment during all activities related to construction, use and dismantling of the scaffold.
6. Ensure the scaffold is erected on a solid and unobstructed base. Use soleplates where necessary.
7. When erecting and using, ensure the scaffold is level and in contact with the ground by adjusting the leg & castor assembly and outriggers.
8. Do not erect the scaffold closer than 4m to electrical power lines unless permission has been given by the electrical supply authority responsible for the power lines. Distance away from power lines may vary from state to state, so check Statutory Regulations.
9. Ensure that outriggers are in position to maintain a height to minimum base width ratio of 3:1.
10. All platforms over 2m in height must have toeboards, guardrails and mid rails fitted.
11. Ensure the scaffold is complete and that the castor wheels are locked before using the scaffold.
12. Do not climb up the rungs on the outside. Always climb scaffolds from the inside, via ladders.
13. Do not exceed the specified Safe Working Load of the scaffold, typically 225kg per bay unless otherwise authorised by Oldfields Advance Scaffold.
14. Do not use boxes, steps or ladders on top of the work platform to gain extra height.
15. Do not move the scaffold with persons or materials upon it. Before moving the scaffold ensure that it is clear of obstructions at

GENERAL SAFETY NOTES

overhead and at ground level (for example, pot-holes, ducts, pipework, power lines etc).

16. To move the scaffold, only apply force by pushing at or near the base and ensure that the tower remains stable during movement.
17. Protect the scaffold from corrosive substances such as hydrochloric (muriatic) acid and potash. They are highly corrosive to aluminium components and can seriously affect the strength of the equipment.
18. Always tie in the tower to a rigid structure and lash tie down decks in strong wind conditions, especially between buildings if wind speed is expected to exceed 45 km/h.
19. Do not push or lever against the scaffold in use. Such (horizontal) forces can cause instability of freestanding towers. Take care when a drill is being used and tie in if required.
20. Do not use sheeting encapsulation around the tower unless designed accordingly by a competent person.
21. Do not lift materials or equipment outside the base area of the tower unless designed accordingly by a competent person.
22. Ensure the scaffold is secure and access to unauthorised persons is prevented when left unattended.
23. Where scaffolds are left incomplete affix a Warning sign and guard off the scaffold from entry by unauthorised persons.
24. Ensure upon completion that all locking components are fastened such as frame clips, Castor wing nuts and brace trigger ridge is touching tongue component fully.

TYING IN OF TOWERS

1. Conditions where towers must be stabilised and secured:
2. Where height of the scaffold is to exceed 3 times the smallest base dimension, if used externally or internally.
3. Where there is a possibility of adverse weather conditions, eg. high winds exceeding 45km/h
4. When the structure is located where the wind has a tunnelling effect eg. large empty buildings where the ends are open.
5. Where the work is of the nature where horizontal forces are applied at the working deck eg. Drilling
6. Where a hoisting device, such as a gin wheel, is to be used to hoist materials. The effect of using such hoisting devices on a scaffold must be checked by a competent person.
7. When towers are to be left unattended for any appreciable time especially in areas of public access.

TOWER HEIGHT LIMIT

Tower height is typically limited by height to minimum base width ratio of 3:1 and as stipulated by Oldfields Advance Scaffold. Contact Oldfields Advance Scaffold for specific Tower Height Limits.

PLATFORM WORKING LOADS

The Maximum working load limit per tower are either Light Duty (225kg) or Medium Duty (450kg) depending on which system and tower width is being used, unless specified otherwise by Oldfields Advance Scaffold Pty Ltd. Tower widths of 0.7m are limited to Light Duty Loading of 225kg.

GENERAL SAFETY NOTES

BASIC MAINTENANCE RULES

1. Take good care of the scaffold. The equipment should be kept clean, especially joints and moving parts. Components should fit together easily without the use of force.
2. To ensure the longevity of the scaffold store in a dry under cover area when not in use.
3. Do not let parts fall to the ground. Such abuse may damage the equipment and reduce its load capacity or render it unserviceable.
4. Never modify the scaffold components without authorization from the manufacturer.
5. In the event of damage, Oldfields Advance Scaffold equipment must only be repaired by qualified personnel approved by Oldfields Advance Scaffold Pty. Ltd.
6. Ensure all parts with a lock system are firmly locked in place and fully engaged.

Read and understand these SAFETY NOTES before assembling the scaffold. Do not permit anyone to use the scaffold who does not understand the material in this document. If in doubt, or need assistance with the understanding the instructions, please call your local Oldfields Advance Scaffold representative.

HAZARD RISK IDENTIFICATION

Please read carefully before erecting scaffolding. If in doubt ask your supplier.

HAZARD IDENTIFICATION	RISK ASSESSED	POSSIBLE RISK CONTROL
Collapse of scaffold	SERIOUS	All Scaffolds over 4m must be erected by WorkCover approved or authorized personnel. Tower erection procedures must be adhered to. Scaffold must always be erected to Assembly Instructions.
Electrocution	SERIOUS	Scaffold must not be used within 4.6m of overhead electrical wiring. Always look above when moving Scaffold Tower.
Falling from scaffold	SERIOUS	Hand rails and mid rails must be used on every deck level. Workers must not ride on scaffold when the scaffold is being moved. At no time can a ladder be used on the deck of a scaffold to gain additional height - Neither step or extension. Internal ladders must be fitted to the scaffold for access to working decks. Do not climb on the outside of the scaffold. Internal ladder access must be used.
Material falling from scaffold	SERIOUS	Toeboards must be fitted on all working deck levels of a scaffold. Ensure there are no holes or gaps in decks that material can fall through.
Sloping Ground	SERIOUS	All castors used in mobile scaffold towers must be fitted with brakes. Castor brakes must be applied at all times whilst the scaffold is in use. Mobile Scaffolds must not be used on sloping surface greater than 5 degrees.

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.

Please 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.

If you need further advice, or any components are damaged, stop work and contact Oldfields Scaffolding on 13 62 60.

Do not attempt repairs yourself.