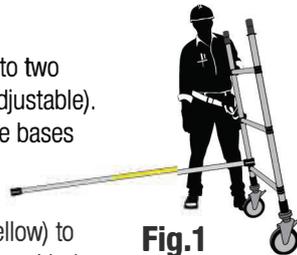


# Aztex Equipment

## Mobile Scaffold Erection Process

This procedure is for assembly of 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.

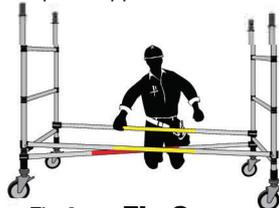
**1.** For mobile Scaffolds, insert castors into two base frames and lock (castors may be adjustable). For non-mobile scaffold, insert adjustable bases into two base end frames.



**Fig.1**

**2.** Attach at least one horizontal brace (yellow) to the frame upright just above the first rung with the snap hook facing outwards. The frame is now self-supporting-See Fig. 1

**3.** Add another horizontal brace (yellow) stand up the opposite base end frame and attach the other end of the two horizontal braces (yellow).

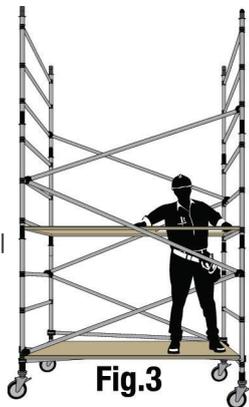


**Fig.2**

**4.** Install a plan brace (red) to diagonally opposite uprights below the first rung.

**5.** Check that the scaffold base is square-See Fig.2

**6.** Level the base in both the horizontal and vertical directions by adjusting the castors or base plates with a spirit level.



**Fig.3**

**7.** Install two diagonal braces to stabilise the base frames (typically 2m high).

**8.** 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.

**9.** Install one platform as a temporary platform approximately 1m from the ground between both end frames

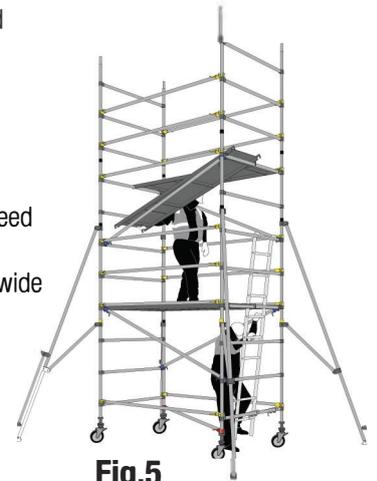
**10.** Erect the ladder access platform nominally 1m above the temporary platform which should be staggered. This is part of the first working platform and will act as fall prevention. Install an access ladder through the opening section of platform-See Fig.4



**Fig.4**

**11.** Erect horizontal braces (yellow) as guardrails and mid rails for the working platform whilst standing on the temporary platform. See Fig.4

**12.** 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.



**Fig.5**

**13.** 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 exceed 2 times the least base dimension. If Outriggers are not used then tower is to be stabilised by installing ties to a suitable structure.

**14.** Access the first working platform via the internal ladder.

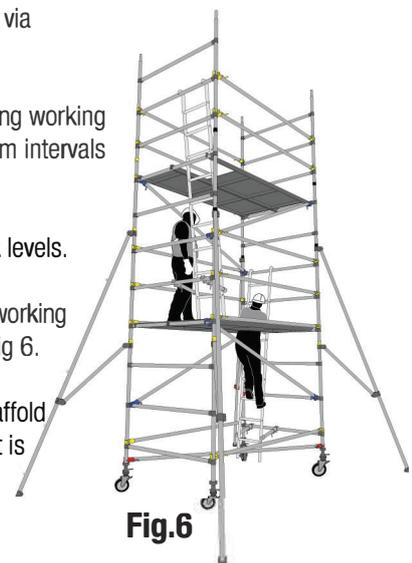
**15.** Repeat the above process installing working platforms with ladders at nominally 2m intervals – see Fig. 5

**16.** Install Toeboards at working deck levels.

**17.** Tower is now complete with top working platform at 4m height, as shown in Fig 6.

**18.** Before using the scaffold, the scaffold must be checked to make sure that it is built correctly and stands vertical.

**If in doubt, ask your supplier.**



**Fig.6**

# Aluminium Mobile Scaffold General Safety Notes

The following Safety Notes apply to mobile tower frame scaffolding supplied by Aztex Equipment 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 Aluminium Mobile Scaffolding.
- Local Statutory Acts and Regulations, as applicable.

## SAFETY NOTES

1. Ensure the scaffold is erected in accordance with the manufacturer's assembly instructions. Persons erecting altering or dismantling a scaffold must hold the relevant scaffolding certificate of competency if:
  - a) The scaffold is over 4m in 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. Do not use damaged, incorrect or incompatible components. 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 Aztex Equipment..
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 4.6m 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 toe-boards, 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 Aztex Equipment..
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 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 - typically vertical.
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 in strong wind conditions, especially between buildings when wind speeds 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.

## **Tying In of Towers**

Conditions where towers must be stabilised and secured:

1. Where height of the scaffold is to exceed 3 times the smallest base dimension, if used externally or internally.
2. Where there is a possibility of adverse weather conditions (eg. high winds exceeding 45km/h).
3. Where the structure is located where the wind has a tunneling effect (eg. large empty buildings where the ends are open).
4. Where the work is of the nature where horizontal forces are applied at the working deck (eg. drilling).
5. 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.
6. 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 Aztex Equipment. Contact Aztex Equipment 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 Aztex Equipment Pty Ltd. Tower widths of 0.7m are limited to Light Duty Loading of 225kg.

## **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. All working parts should be lightly lubricated with light machine oil. (For example, brace spring bolts, stabiliser/outrigger bolted connections, thread on castor leg adjustment).
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, Aztex Equipment scaffold must only be repaired by qualified personnel approved by Aztex Equipment Pty. Ltd.

**Read and understand these SAFETY NOTES before assembling Aztex Equipment 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 Aztex Equipment.**

# Aztex

## Equipment

### Aluminium Mobile Scaffold Hazard/Risk Assessment

HAZARD IDENTIFICATION	RISK ASSESSED	POSSIBLE RISK CONTROL
Collapse of scaffold	SERIOUS	All Scaffolds over 4m <b>MUST</b> be erected by WorkCover approved or authorised personnel. Tower erectin procedures <b>MUST</b> be adhered to. Scaffold <b>MUST</b> always be erected to Assembly Instructions.
Electrocution	SERIOUS	Scaffold <b>MUST NOT</b> be used within 4.6m of overhead electrical wiring. <b>ALWAYS</b> look above when moving Scaffold Tower.
Falling from Scaffold	SERIOUS	Hand rails and mid rails <b>MUST</b> be used on every deck level. Workers <b>MUST</b> 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 extention. Internal ladders <b>MUST</b> 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 <b>MUST</b> 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 <b>MUST</b> be fitted with brakes. Castor brakes <b>MUST</b> be applied at all times whilst the scaffold is in use. Mobile Scaffolds must not be used on sloping surface greater than 7 degrees.