



Environmental and Occupational Health & Safety Unit

# OH&S checklist



## Swing Stage safety

Suspended scaffolds have the ability to be raised or lowered when in use. We commonly refer to them as swings or swing stages.

The installation, movement, alteration and dismantling of suspended scaffolds can be done by workers holding a Licence to Perform High Risk Work classification of Advanced Scaffolder or Advanced Rigger. A worker without the advanced classification can work with licence holders for the purposes of training but must be fully supervised by the advanced ticket holder. The CFMEU policy is 2 licence holders to 1 trainee.

Suspended scaffolds must comply with AS 1576.4 Suspended Scaffolding. They must be supplied with clear instructions about the safe configurations for erection and the intended uses and load combinations.

The attached checklist may assist you on site in ensuring that the swing stages used on your sites comply with the requirements of Australian standards and our industry.

**SAFETY IS UNION BUSINESS**

# Swing Stage checklist

## NOTE

All questions should be answered YES. If there is a NO answer, further information should be sought from the supplier of the scaffold.

Are there 3 scaffolders in the gang?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Do the scaffolders hold the advanced scaffolder licence?	yes <input type="checkbox"/>	no <input type="checkbox"/>
If there are any unlicensed scaffolders are there 2 licensed to 1 learner?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Is all equipment in good condition?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Can the supporting structure carry the load of the roof rig and counterweights?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has an engineer supplied documentation to confirm that it can?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Is there documentation stating the number of counterweights to be used?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Is the inboard end of the needle level or lower than the outboard end?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Are all shackles moused (secured) to prevent loosening?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Are all lock nuts and pins secured?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Are all steel wire ropes tagged with SWL and serial numbers?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Are counterweights properly attached and locked to the roof rig?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Is there a data plate on the winch containing the following items? <ul style="list-style-type: none"><li>• Type</li><li>• Serial number</li><li>• Details on steel wire rope to be used</li><li>• Power supply requirements</li><li>• Model</li><li>• Manufacturers name</li><li>• Rated load of hoist</li></ul>	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has all electrical equipment been tested in the last 3 months?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has the earth leakage device in the swing been tested in the last month?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Are safe working load signs fitted to the inside of the swing?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Is there a weight attached securely to the end of the brake rope?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Do the emergency stop switches work on the motors and power box?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Is there a travel limit device fitted to the top of the steel wire ropes?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has a log book been provided for daily pre-operational checks by operators?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has a prestart checklist been provided?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Have the operators been trained in the use of the system?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Have the operators been trained in the use of the safety and recovery systems?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has a handover certificate been supplied?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Is there a safe means of access and egress?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Are records of tests, maintenance & inspections available?	yes <input type="checkbox"/>	no <input type="checkbox"/>

# Counterweights

Use this table to check the right amount of counterweights are used.  
This is for a 500kg SWL motor. If the motor has greater capacity check with the supplier.  
The calculations are based on the use of 20kg counterweights.

## Counterweight Calculations

SWL of motor X 1.25 X 3 X Outboard distance of roof rig  
Inboard distance of roof rig

- SWL of motor must be marked on data plate on motor.
- 1.25 is maximum overload limit on motor to prevent overloading of system
- 3 is the safety factor required.
- Outboard distance is measured from vertical support at edge of building to the end of the roof rig where steel ropes are attached.
- Inboard distance is measured from the vertical support at edge of building to where the counterweights are attached to the roof rig.

### Counterweight Example

SWL is 500kg, Outboard distance is 0.7m & Inboard distance is 4.0m

$500 \times 1.25 \times 3 \times .7 \div 4 = 328\text{Kg per needle.}$

$$\frac{\underline{500 \text{ (SWL)}} \times 1.25 \times 3 \times \underline{.7 \text{ (Outboard)}}}{\underline{4.0 \text{ (Inboard)}}} = \underline{\underline{328\text{kg /needle}}}$$

See Counterweight Calculation sheet on back page.



## Counterweight Calculation sheet

Please use to calculate your counterweights.

$$\frac{(\text{SWL}) \times 1.25 \times 3 \times \text{(Outboard)}}{\text{(Inboard)}} = \text{kg/needle}$$
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