

# Safe Operating Procedure Trestle & Planks

[www.jchire.com.au](http://www.jchire.com.au)

We are located at :  
Nambour | Maroochydore | Warana  
1300 524 473

**JCHIRE**

The instructions recommended within this document apply to normal risk conditions. If the Trestles & Planks is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment.

## GENERAL SAFETY

- Inspect trestles and planks before each use to ensure they are in good condition
- Keep trestles and planks clean and free of grease, oil, mud, paint etc
- Do not make temporary repairs of damaged/ missing parts - ring rapid and discontinue use
- Aluminium trestles conduct electricity - do not let trestles/ planks come in contact with live wires

## TRANSPORT OF TRESTLES AND PLANKS

- Ensure units are firmly tied down on transport vehicle with suitable undamaged ropes or strapping
- Do not exceed regulated overhang limits

## OPERATING CONDITIONS

- Trestle must be in full open position before work can commence
- The trestle should be set up so as all four legs are firmly on the ground, the rungs are all level and the trestle is stable before climbing
- Leg levellers are designed to level the trestle and cannot be used to gain extra height
- When adjusting level remove pin clips, select desired height and push pin clips into position ensuring both arms of clip are secured onto the leg
- Platform to be kept free and clear of objects or tools that could trip or injure a person on or below the working platform
- Minimum of 2 planks required to make safe work platform
- A maximum span of 5.5 metres is accepted if two planks are clamped together with plank clamp
- Allow no less than 250mm overhang at each end when the plank is placed onto the rung of the trestle as 250mm is the minimum allowable overhang
- **DO NOT STEP ON OVERHANG OF PLANK**
- Take notice of the work load limit on the trestles and planks
- **DO NOT OVERLOAD**
- Always test ground for hardness. If ground is soft/ unstable do not use trestles
- Do not use in rainy or excessively windy conditions
- Do not use trestles and planks if your sense of balance is impaired in anyway
- Access to trestle and plank platform must comply with requirements of state height regulations
- When working above regulated height approved handrail system required

**The above instructions must be followed at all times If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements**

# Trestle & Planks Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Slips trips falls	Operator Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Clear work area of potential obstacles prior to commencing work</li> <li>• Keep planks clean and free of mud, paint, oil etc</li> <li>• Avoid working in wet conditions</li> <li>• if working over regulated height levels utilize handrail and fall arrest equipment</li> </ul>	Every hire
Falling item striking workers/ spectators below	Operator Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)=6 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Secure any items being used at height to prevent from falling</li> <li>• Hard hats, steel cap boots to be worn</li> <li>• Set up an exclusion zone and warn other workers of possible danger from above</li> <li>• Never throw items from height</li> </ul>	Every hire
Trestle or planks collapse	Operator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)=6 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Trestle must be fully opened before work can commence</li> <li>• All four legs of each trestle must be firmly on the ground, rungs level and trestle stable</li> <li>• Leg levelers never to be used to gain extra height and pins firmly secured</li> <li>• Minimum of 2 planks 450mm wide for safe work platform</li> <li>• Minimum overhang of 250mm each end for planks</li> <li>• Never exceed load limit</li> <li>• Never stand on overhang</li> <li>• <b>REINSPECT TRESTLES AND PLANKS BEFORE EACH USE</b></li> <li>• <b>IMMEDIATELY REPORT ANY DAMAGE AND DISCONTINUE USE</b></li> </ul>	Every Hire

## Calculation of Risk Evaluation

**Severity of Risk (S)** is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

**Risk Likelihood (L)** - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

**Overall Risk** is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

**NB** This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.