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## METHOD STATEMENT FOR SCAFFOLDING INSTALLATION AND DISMANTLING

**Project No:** (.....)

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS

<b>PREPARED BY:</b>  	<b>REVIEWED BY:</b>  	<b>APPROVED BY:</b>  
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## 1.0. SCOPE

This method statement provides minimum guidelines for carrying out scaffolding works to ensure safe access and an accident-free environment on the project site, in accordance with project specifications.

## 2.0. OBJECTIVES

This method statement covers the following:

- Installation of required safety working platforms and temporary scaffolding supports.
- Proper control and utilization of scaffolding materials to avoid unnecessary dismantling and reinstallation.
- Erection of all system scaffolding, dismantling of pipe and coupler scaffolding, and any required alterations/modifications.

## 3.0. REFERENCES

- Project Scope of Works
- Approved Issued for Construction (IFC) Drawings
- Local Scaffolding Regulations
- Safety Requirements for Scaffolds
- Work Permit System

## 4.0. RESPONSIBILITIES

- **Project Engineer / Construction Foreman:** Responsible for the implementation of this method statement.
- **Safety In-charge:** Fully responsible for ensuring all site works meet Health, Safety, Environmental (HSE), and Security standards.
- **Scaffolding Supervisor/Foreman:** Responsible for site supervision and implementation to ensure:
  - All workers comply with project safety procedures/regulations.
  - Safe access is provided for scaffold work.
  - All scaffolds are erected per project scaffolding procedure.
  - Materials and workers are sufficient to meet site requirements.
  - Proper housekeeping is maintained in the work area.
  - All required documents are discussed and disseminated in pre-task talks (e.g., PPE inspection, work requests, safety reports).

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- 4.1. Scaffolding Foreman must ensure:
- Direct supervision of all scaffold erection, dismantling, alteration, or modification.
  - Oversight of scaffolding activities within assigned areas.
  - Availability of sufficient scaffolding materials.
  - Scaffolders are trained for their tasks.
  - Erected scaffolds are complete and safe.
- 4.2. Scaffolding Inspector is responsible for:
- Inspecting scaffolding at all working levels upon notification from the supervisor.
  - b) Updating inspection records after modifications or adverse weather.
  - c) Daily inspection of erected scaffold structures for stability and safety prior to use.
  - **Safety Supervisor** monitors safety aspects, ensures work is done safely, and conducts safety briefings with workers regarding materials and site conditions.

## 5.0. PROCEDURE

- 5.1. General Requirements
- Inspect all scaffolding materials prior to delivery. The scaffolding supervisor/safety officer must examine materials; unfit materials shall not be delivered.
  - Establish a temporary laydown yard at the site with proper signage and barricades. Use mobile cranes for loading/unloading if necessary.
  - Segregate and arrange materials neatly. Stack all scaffold materials on wooden pallets.
  - Inspect and prepare all required tools before erection/installation.
  - Secure scaffolding hand tools with nylon rope attached to the Scaffolders harness to prevent falling.
  - Erect static towers on a level foundation with metal base plates.
  - Place vertical members of system towers on base plates set on sole boards.
  - During erection, check all horizontal and vertical members for level using a spirit level. Correct any unlevelled members before proceeding.
- 5.2. Preparatory Works
- Obtain the required work permit before starting.
  - Install sole boards and base plates for standard posts on independent scaffolds.
  - Install required bracing and supports.
  - Install pulleys for material lifting as needed (e.g., at truss beam locations).
    - a) Install a vertical scaffolding tube fixed with a beam clamp to the nearest structural beam girder, using a double coupler before attaching the truss beam.
    - b) Assign two workers at each end to pull the truss beam, with two more workers ready at the vertical tube support for attachment.
- 5.3. Scaffolding Types & Erection
- 5.3.1. Cantilever Scaffolding:**

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- ❖ Install transoms using beam clamps tightly attached to the beam/column flange.
- ❖ Install ledgers as main load bearers for the platform.
- ❖ Install diagonal bracing supports, attached to the ledger and fixed with double couplers.
- ❖ Install wood planks and toe boards fixed with single clips.
- ❖ Install perimeter railings on the working platform.
- ❖ Attach an access ladder to the scaffold tube, secured at the top with tie wire and a single coupler with a drop/swing bar.

### **5.3.2. Independent Scaffolding on Foundation/Pedestal:**

- ❖ Erect scaffolding to facilitate rebar work, formwork, pouring, cleaning, etc. Include plan bracing and tie-in points.
- ❖ Install sole boards and base plates for standard posts. Stagger the erection of posts.
- ❖ Fix ledgers using double couplers.
- ❖ Ensure vertical platform bracing does not exceed 2 meters.
- ❖ Install diagonal bracing for rigidity.
- ❖ Install planks, toe boards, and railings.
- ❖ Install ladders as required.

### **5.3.3. Mobile Scaffolding (if required):**

- ❖ Erect on a hard, level surface; ensure it is plumb, level, square, and properly braced.
- ❖ Build to the required height.
- ❖ Move only on firm, level surfaces by manually pushing/pulling at the base.
- ❖ Ensure no personnel, equipment, or materials are on the scaffold while moving.
- ❖ Lock caster wheels at all times except during movement.
- ❖ Provide a drop bar at the access landing platform entrance.

## **5.4. Dismantling**

- Dismantle scaffolds in the reverse order of erection (last installed, first removed).
- Only trained and competent scaffolders under supervision may perform dismantling.
- The supervisor must assess the safest dismantling method to minimize risks, falling materials, and maintain structural stability.
- Do not remove ties or bracing before general dismantling.
- Clear working platforms of all materials and debris before dismantling.
- Bar access to dismantled sections and display warning signs.

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- Stack tubes and fittings at ground level unless the first lift is designed for extra load.
- Restrict unauthorized personnel from the dismantling area.

## 6.0. HEALTH, SAFETY & ENVIRONMENT (HSE)

- Obtain an approved work permit specifying the scaffold's purpose before starting work.
- Execute all work in accordance with this method statement.
- Workers must wear appropriate PPE (e.g., full body harness, safety shoes, goggles, long sleeves, safety helmet).
- A certified permit and scaffolding supervisor/foreman must be present during work execution.
- Use a full body harness with double lanyards and shock absorbers when working at heights of 1.8 meters or above; maintain 100% tie-off.
- Provide a ½-inch diameter wire rope safety lifeline.
- Ensure safe access and required safeguards are in place.
- Use scaffolding bags to lift couplers during erection.
- Do not toss or drop scaffolding materials during erection, modification, or dismantling.
- Scaffolders must maintain proper body positioning to avoid awkward postures.
- Provide barricades and place appropriate signboards.