“Working Towards a Safer Workplace”

Action Tags Ltd is a New Zealand based company focused on developing safer scaffolds. With over 25 years’ practical and managerial experience within the industry, we are passionate about developing efficient, flexible and user-friendly work practices and safety management systems.

In our desire to better meet the safety standards specified under the Health and Safety Regulations, we have developed a scaffold sign system that works towards “eliminating, isolating and minimising” harm to scaffold users. We have developed a greater range of sign options, allowing for increased flexibility in identifying hazards and notifying potential risks.

The Action Tags system is a tool that works for all scaffolders, whether they are constructing notifiable or non-notifiable scaffolds. By using our method, you can rest assured that your scaffolds are safer.

How Our System Works

Our safety management system is simple, easy to use and designed to work within any industry. Safety is our top priority and the Action Tags System ensures safer work environments.
HOW TO USE THE ACTION TAGS 
Scaffold System

STEP ONE
Before you start to erect your scaffold, plan and prepare the scaffold tags and cards you will require. Fill out all the information to clearly identify the scaffold, location and scaffolder.

Example
- Unsafe Scaffold Tag and Card Holder
- Register Card
- Go Safe Green Card (for optional scaffold type)
- Pen
- Job/Order Number

As outlined in 'Best Practice Guidelines for Scaffolding in New Zealand' published by Scaffolding and Rigging New Zealand Incorporated in 2009, under the section relating to – Notification, Inspections and Registers:

All scaffolds, including suspended scaffolds, that exceed 5.0m in height, or from which a person can fall 5.0m or more, must be notified to the DOL at least 24 hours prior to the commencement of erection work. Please refer to Regulations 2 and 26 of the HSE Regulations 1995, which define notifiable work and set out who is responsible for making the notification.

Before use a scaffold or suspended scaffold must be certified as safe by a scaffolder holding the appropriate class of certificate of competence. A scaffold register, or card recording system, must be maintained on site showing who has inspected the scaffold and certified it safe for use per the designated purpose.

All special duty scaffolds must be notified to the DOL. Please refer to the redesigned “Notification of Particular Hazardous Works Associated with Scaffolding” form appended in the last section of 'Best Practice Guidelines for Scaffolding in New Zealand'
STEP TWO

While you are in the process of erecting your scaffold place a Scaffold Unsafe Tag near the access of the scaffold so it can be clearly identified.

This will warn users that the scaffold is not complete.

STEP THREE

Once your scaffold is fully erected fill out your Scaffold Register/Handover Card, tick off the check list, date and sign the card.

This card will now be placed in the Site Wall Holder where the scaffold user or Health & Safety Officer may have access to it.

STEP FOUR

Fill out the Go Safe Green Card, date and sign. This Card is then placed in the Scaffold Unsafe Tag and Card Holder, which now deems the scaffold SAFE TO USE.

When checking your scaffold take the Register Card out of your Card Wall Holder. Continue to check your scaffold and if it is still SAFE TO USE take the Go Safe Green Card out of the Scaffold Tag and Card Holder, date, sign and replace it in the holder.

As outlined in ‘Best Practice Guidelines for Scaffolding in New Zealand’ published by Scaffolding and Rigging New Zealand Incorporated in 2009 under the section relating to – Notification, Inspections and Registers:
Scaffold register/inspection requirements
1. For all scaffolding from which a person could fall 5m or more, a scaffold register or similar must be kept on site and be available for inspection.

2. When complete the inspection records should show:
   a) Project name, address, or other clear identification.
   b) The location of the scaffold with respect to site coordinates or the location at the building or structure, so that the scaffolding can be clearly located.
   c) Miscellaneous details of the scaffold.
   d) A record of each inspection carried out.

3. The inspections must be carried out at the following intervals:
   a) Before the scaffold is first put into use.
   b) Weekly while the scaffold is in use.
   c) After each structural alteration or addition.
   d) Monthly while the scaffold is set up but not in use.
   e) After any storm or occurrence that could adversely affect the safety of the scaffold.

4. The inspection must be carried out by either:
   a) A certified scaffolder of the appropriate class; or
   b) A competent person such as a chartered engineer.

5. The entries of each inspection in the scaffold register must be made and signed by the person who carried out the inspection.

 Suspended scaffold register/inspection record requirements
1. For all suspended scaffolding, boatswain’s chairs, swinging stages, etc a suspended scaffold register or similar must be kept on site and be available for inspection.

2. When complete the inspection records should show:
   a) Project name, address, or other clear identification.
   b) The location of the suspended scaffold with respect to site coordinates or the location at the building or structure, so that the suspended scaffolding can be clearly located.
   c) Miscellaneous details of the suspended scaffold.
   d) A record of each inspection carried out.

3. The inspections must be carried out at the following intervals:
   a) Before the suspended scaffold is first used.
   b) On each day while the suspended scaffold is in use.
   c) After each structural alteration or change to the nature of the anchorage.
   d) Monthly while the suspended scaffold is set up but not in use.
   e) After any storm or occurrence that could adversely affect the safety of the suspended scaffold.
4. The inspection must be carried out by either:
   a) A certified scaffolder of the appropriate class; or
   b) A competent person such as a chartered engineer.

5. The entries of each inspection in the suspended scaffold register must be made and
   signed by the person who carried out the inspection.

A pre start or pre use check may be conducted by an adequately trained non scaffolder
before a scaffold in use is first used for the day. This must include a visual check and a
jump test. The scaffold must still be checked **daily** by a scaffolder holding the appropriate
class of certificate of competence while it is in use.

Further, all inspections following shifts, alterations or additions must still be carried out
by a scaffolder holding the appropriate class of certificate of confidence.

**IT IS RECOMMENDED THAT ALL SCAFFOLDS ARE INSPECTED USING
THE APPROPRIATE INSPECTION REPORT TO SHOW THAT BEST
PRACTICES AND MINIMUM REQUIREMENTS HAVE BEEN MET.**

**STEP FIVE**

Optional cards can be used to
minimise potential risk factors and
to create awareness of the scaffold
while it is erected and in use.

- All Other Site Series Cards
- Warning Card
- Out of Service Card
- Inspectors Card

**STEP SIX**

Once scaffold users are finished with the scaffold the **Green Go Safe** card can be
removed and the scaffold can be dismantled. Keep the **Unsafe Scaffold Tag** in clear
view until the job is complete.

**Register/Handover & Go Safe Cards** can be kept for future record.

For further information or detail relating to notifications, inspections and registers
please refer to:

‘Best Practice Guidelines for Scaffolding in New Zealand’ published by Scaffolding and Rigging New
Zealand Incorporated in 2009 or ‘Health and Safety in Employment Act 1992 – Approved Code of
Practice for the Safe Erection and use of Scaffolding’ published by the Department of Labour.