WHS DOCUMENTS & TEMPLATES

DOC-MSC-FV · Mobile Scaffold Field Verification Checklist

# Product Overview

For: Businesses whose workers assemble, move and use mobile scaffolds: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

**An editable supervisor's checklist that checks, on site, that the controls for mobile scaffold are in place and working.**

The supervisor looks at each control working, not at its paperwork, and marks each check Pass, Not met or N/A, with the evidence seen. ★ marks the critical controls, and a critical control that is Not met is escalated the same shift. The checklist also has questions for the people doing the work, an actions table with owners and due dates, a summary and sign-off.

It is the same checklist as in the Mobile Scaffold Safety & Competency Pack (DOC-MSC-PACK), word for word. The Mobile Scaffold VOC Assessment Template (DOC-MSC-VOC) and the Mobile Scaffold Safe Work Instruction Template (DOC-MSC-SWI) are also sold on their own. The Mobile Scaffold Safety & Competency Pack (DOC-MSC-PACK) contains them all: the safe work instruction, the mobile scaffold pre-use and handover check, the VOC and the field verification, with a setup guide.

A document is not a control. The guardrails, the locked castors, the base width and the competent worker are the controls. These documents describe them, check them, and record that they are working. A control must change the risk, and someone must be able to check it.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

## What is included

| Item | File |
|---|---|
| Supervisor field verification checklist: tags, castors, guardrails, ground, height-to-base and overhead hazards | 02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf |
| Setup note: what to adapt before use, and every placeholder | 01_START_HERE/Setup Note.pdf |
| Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information | 01_START_HERE/ (four PDFs) |

## Who it is for

- Businesses whose workers assemble, move and use mobile scaffolds
- Supervisors and managers who check that controls are working, on a set schedule and after a change or incident
- WHS advisers setting up consistent critical control verification across sites


© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Mobile Scaffold Field Verification Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/mobile-scaffold-field-verification-checklist

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-MSC-FV

# Supervisor Field Verification Checklist

Mobile scaffolds: tags, castors, guardrails, ground, height-to-base and overhead hazards

| | | | |
|---|---|---|---|
| **Site** | | **Areas checked** | |
| **Date and time** | | **Shift** | |
| **Verified by** | | **Scaffolds checked (IDs)** | |

## How to verify

- Visit the area while mobile scaffold work is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

## Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the mobile scaffold work there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

## Checks

*★ marks a critical control: one whose failure could let a person fall, the scaffold tip, or an object fall on someone. Delete checks that do not apply, and add your own.*

| No. | Look for (★ critical control) | Pass | Not met | N/A | What you saw (evidence) |
|---|---|---|---|---|---|
| **Tags and handover** | | | | | |
| 1 | Each scaffold in use has a current tag and handover check ★ | ☐ | ☐ | ☐ | |
| 2 | Incomplete scaffolds are tagged out of use ★ | ☐ | ☐ | ☐ | |
| **Castors** | | | | | |
| 3 | Castors are locked on every scaffold in use ★ | ☐ | ☐ | ☐ | |
| 4 | Nobody is on a scaffold being moved ★ | ☐ | ☐ | ☐ | |
| **Guardrails** | | | | | |
| 5 | Guardrails, midrails and toeboards are on every open side of working platforms ★ | ☐ | ☐ | ☐ | |
| 6 | Access is internal; nobody climbs the frame ★ | ☐ | ☐ | ☐ | |
| **Ground** | | | | | |
| 7 | Scaffolds stand on level, firm ground or floor ★ | ☐ | ☐ | ☐ | |


© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Mobile Scaffold Field Verification Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/mobile-scaffold-field-verification-checklist

WHS DOCUMENTS & TEMPLATES · DOC-MSC-FV

# Mobile Scaffold Field Verification Checklist

**END OF THE FREE SAMPLE**

This sample shows a few pages, so you can judge the layout and the quality. An editable supervisor's checklist that checks, on site, that the controls for mobile scaffold are in place and working.

## What the full product contains

- **Supervisor field verification checklist: tags, castors, guardrails, ground, height-to-base and overhead hazards**
  02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

## Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

**Get the full editable documents**

https://training.oranaskillscentre.com/documents/mobile-scaffold-field-verification-checklist

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0