WHS DOCUMENTS & TEMPLATES

DOC-MSC-PACK · Mobile Scaffold Safety & Competency Pack

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

Editable mobile scaffold documents that work together: a safe work instruction, a pre-use and handover check, a VOC and a supervisor's field verification.

Mobile scaffolds tip when they are built too tall for their base, moved with people on them or used with castors unlocked, and people fall when guardrails are left off. A tag on a scaffold does not show it is still right today, or that the people using it know how.

This pack covers it end to end. The safe work instruction sets out the steps. The pre-use and handover check captures each scaffold. The VOC checks each worker can do the work. The field verification checks the controls on site.

Erecting, altering or dismantling a scaffold from which a person or thing could fall more than 4 metres is scaffolding work: it needs a scaffolding high risk work licence (basic scaffolding, class SB, or higher) under the WHS Regulations or, in Victoria, the OHS Regulations. Below that height no licence is needed, but the person must be trained, competent and follow the manufacturer's instructions. Using a scaffold that has been erected and handed over needs no licence. Confirm with your regulator for your scaffolds and work. A VOC supports the business's own check that a worker can do the work safely at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification.

SAMPLE

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Mobile Scaffold Safe Work Instruction

How to assemble, move and use [Scaffold make and system] safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to assemble, check, move, use and dismantle **[Scaffold make and system]** at **[Site name]**, and the points where everyone must stop.

It applies to every person who assembles, moves or uses the scaffold, including contractors. It does not replace the manufacturer's instructions. Where they differ, follow the manufacturer and tell your supervisor.

2 Who may do the work

- Assembly, alteration and dismantling: a trained worker with a current VOC, and a scaffolding licence (SB or higher) where a person or thing could fall more than 4 metres
- Use: a trained worker who has checked the scaffold's tag and handover
- Authorised by **[Supervisor name]**, fit for work, and has read this instruction and signed the acknowledgement at the end

Licence

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3 The scaffold

Fill in one copy for each scaffold system.

Make and system: [Scaffold make and system]	
Maximum platform height and height-to-base limit	
Outriggers or stabilisers required at what height	
Platform load rating	
Manufacturer's instructions kept at: [Manufacturer's instructions location]	

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Mobile Scaffold VOC Assessment Tool

Verification of competency for one worker, on one mobile scaffold system, at [Site name]

Purpose	To check, and record, that a worker can assemble (within any licence limits), move, check and use a mobile scaffold safely, at your site, following the manufacturer's instructions.
When to use it	Before a worker does this work unsupervised; when they use a new scaffold system or task; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate), the Marking Guide (Assessor) with the model answers, and the VOC Register.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences, training and the VOC

Erecting, altering or dismantling a scaffold from which a person or thing could fall more than 4 metres is scaffolding work: it needs a scaffolding high risk work licence (basic scaffolding, class SB, or higher) under the WHS Regulations or, in Victoria, the OHS Regulations. Below that height no licence is needed, but the person must be trained, competent and follow the manufacturer's instructions. Using a scaffold that has been erected and handed over needs no licence. Confirm with your regulator for your scaffolds and work. A VOC supports the business's own check that a worker can do the work safely at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification.

Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Scaffolding licence class (only if assembly above 4 metres is in scope): number and expiry		**Mobile scaffold training (course and date)**	
Experience with this scaffold system		**Last VOC or training (date)**	

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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 ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable mobile scaffold documents that work together: a safe work instruction, a pre-use and handover check, a VOC and a supervisor's field verification.

What the full product contains

- **Mobile scaffold safe work instruction: plan, assemble, check and hand over, use, move, dismantle; hazards, controls and stop-work points**
  02_SAFE_WORK_INSTRUCTION/Mobile Scaffold Safe Work Instruction.docx and .pdf
- **Mobile scaffold pre-use and handover check, with daily checks and the tag**
  03_PRE-USE_CHECKS/Mobile Scaffold Pre-use and Handover Check.docx and .pdf
- **Supervisor field verification checklist: tags, castors, guardrails, ground, height-to-base and overhead hazards**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-MSC-VOC**
  04_VOC_ASSESSMENT/Mobile Scaffold VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Mobile Scaffold VOC Knowledge Questions (Candidate) and Mobile Scaffold VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Mobile Scaffold VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

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