WHS DOCUMENTS & TEMPLATES

DOC-MSC-SWI · Mobile Scaffold Safe Work Instruction Template

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

An editable mobile scaffold safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction 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 Field Verification Checklist (DOC-MSC-FV) 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.

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.

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
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
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)

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SAMPLE · Mobile Scaffold Safe Work Instruction Template · Buy the full editable version:
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YOUR LOGO
Right-click > Change Picture

[Company name]

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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

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.

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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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable mobile scaffold safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

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
- **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

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