

## SAFETY MEMO

<b>Title:</b>	<b>Safe use of Scaffold</b>		
<b>Date:</b>	<b>Thursday, 20 June 2024</b>	<b>Memo Ref</b>	<b>SM200624</b>
<b>Issued to:</b>	<b>All Subcontractors and Building Supervisors</b>		
<b>Direction to Subcontractors</b>	<p>Ensuring safety on our construction sites remains our top priority at Coral Homes. It is imperative that all subcontractors adhere strictly to our Construction HSE Management Plan, accessible via the QR code on the Site Safety sign. This plan outlines crucial safety protocols that must be followed at all times.</p> <ol style="list-style-type: none"> <li><b>Working Safely on Scaffold:</b> It is of utmost importance that every individual works safely while using scaffolding. This includes identifying potential hazards and risks. If any hazards or risks are identified, they must be promptly reported to the building supervisor.</li> <li><b>Not Tampering with Scaffold:</b> Under no circumstances should any subcontractor tamper with or alter the scaffold structure. Any necessary adjustments must be advised to a Coral Homes Representative, who will coordinate with the appointed Scaffold Contractor.</li> <li><b>Scaffold Safety:</b> Before commencing work on any scaffold, ensure the following points are checked and followed during your activities on site: <ul style="list-style-type: none"> <li>○ It has a compliant Scaff Tag at the access point.</li> <li>○ It is on a stable foundation with proper base plates and is level.</li> <li>○ It is not overloaded. I.e. Adhere to weight limits: 225kg max per platform, per bay for light duty, 450kg max per platform, per bay for medium duty, and 675kg max per platform, per bay for heavy duty.</li> <li>○ It is fully planked and fitted with guardrails, mid-rails, and kick boards on the working deck wherever a person or material could fall more than 2m.</li> <li>○ It is fitted with a safe, secure temporary stairway or ladder to access the working deck.</li> <li>○ It has not been altered or dismantled by unauthorized personnel.</li> <li>○ You feel safe and have no doubt using the scaffold to perform the work task.</li> </ul> </li> </ol> <p>If there are any concerns, you must immediately speak with a Coral Homes Building Supervisor or Representative. These measures are in place to safeguard the well-being of everyone on site. Your diligence in following these guidelines is crucial.</p>		

<b>Authorised By:</b>	<b>Geoff Idzikowski</b>	<b>Position:</b>	<b>HSEQ Manager</b>
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