In the Housing Department Site Safety Subcommittee (HDSSSC) meeting held on 13 December 2013, it was proposed to set up a Working Group (WG) to look into formulation of a checklist for main contractor and subcontractor regarding bamboo scaffolding. With the participation of representatives of industry stakeholders including government departments, contractor associations, scaffolding trade organisations and workers’ union, five WG meetings have been held and the bamboo scaffolding checklists are prepared as attached. Main contractors and scaffolding subcontractors are strongly advised to adopt the checklists when carrying out bamboo scaffolding works.

The content of this circular should not be regarded as exhaustive in respect of matters covered by relevant safety legislation. Contractors should formulate relevant safe working procedures and management systems according to the actual environment and operations on their own construction sites.
Double-layer Scaffolds

Checklist of Bamboo Scaffold (for use by Main Contractor)

Name of construction site: __________________________________________
Location of scaffold: __________________________________________

* Aspects to be checked for compliance:

**Preparation and Planning Stage of Bamboo Scaffold**
1. Materials to be used for erection of working platform including planks and toe boards.
2. Appointment of competent person and trained workmen.
3. For a scaffold equal to or greater than 15m in height, it shall be designed and approved by a professional engineer before erection.
4. For a scaffold less than 15m in height, if more than 2 consecutive layers of working platforms are used at the same time at any bay and for light duty purpose or more than 1 working platform for heavy duty purpose, the stability of the scaffold shall be verified by a professional engineer before erection.
5. Condition of ground / structure for supporting the scaffold.
6. Preparation of method statement and risk assessment for erection, dismantling and alteration of scaffold.
7. Designation of location for temporary storage of bamboo members.
8. Formulation of method of temporary storage and fastening of bamboo members to prevent dislocation or falling down of members.

**Erection Stage of Bamboo Scaffold**
1. Compliance with method statement and safety precautionary measures derived from risk assessment.
2. Erection of bamboo scaffold by trained workmen under the supervision of competent persons.
3. Proper enclosure of the works area with display of warning notice.
4. Provision of safe access and egress for bamboo scaffolders.
5. Provision of safety equipment for bamboo scaffolders, e.g. safety helmet, safety harness and anchor point. Ensuring proper use of such equipment by bamboo scaffolders.
Use of Bamboo Scaffold

1. Provision of safe access to and egress from scaffold.
2. Condition of working platform including condition of construction materials of the working platform, cleanliness and loading.
3. Cleanliness of ledgers, bracings, rakers, ties and transoms.
4. Inspection of scaffold by a competent person within 14 days immediately preceding each use of scaffold.
5. Inspection of scaffold by a competent person after exposure of scaffold to such weather conditions as heavy rain, storm, etc. which are likely to have affected its strength or stability.
6. Completion of Form 5 by a competent person.

Alteration / Dismantling Stage of Bamboo Scaffold

1. Compliance with method statement and safety precautionary measures derived from risk assessment for alteration / dismantling of scaffold.
2. Removal of materials or debris from scaffold.
3. Alteration / dismantling of bamboo scaffold by trained workmen under the supervision of competent persons.
4. Provision of adequate members to support and stabilize the scaffold before removal of ties.
5. Checking of stability and strength of a scaffold by a competent person.
6. Proper use of safety equipment by bamboo scaffolders, e.g. safety helmet, safety harness and anchor point.
7. Proper enclosure of the works area with display of warning notice.
8. Lowering of dismantled bamboo members by cranes that have been examined.
9. Lowering of all dismantled bamboo members immediately without leaving them on scaffold.
10. Inspection and signing of Form 5 by competent person after extension, partial dismantling or alteration of scaffold.
Checklist of Bamboo Scaffold (By Scaffolding Subcontractor)

Name of construction site: ________________________________
Location of scaffold: ________________________________

*Aspects to be checked for compliance:

Preparation and Planning Stage of Scaffold
1. Materials for construction of scaffold such as bamboo members, nylon strips, steel ties and screen net, etc.
2. Formulation of method statement and conducting of risk assessment with main contractor.

Erection Stage of Scaffold
1. Compliance with method statement and safety precautionary measures derived from risk assessment.
2. Erection of bamboo scaffold by trained workmen under the supervision of competent persons.
3. Erection method, technical requirement and structure of scaffold.
4. Distribution and construction of ties.
5. Erection method, technical requirement and structure of bracing and screen net.

Use of Bamboo Scaffold
1. Inspection of scaffold and signing of Form 5 by competent person:
   A. within 14 days immediately preceding each use of scaffold;
   B. after exposure of scaffold to such weather conditions as heavy rain, storm, etc. which are likely to have affected its strength or stability.

Alteration / Dismantling Stage of Scaffold
1. Compliance with method statement and safety precautionary measures derived from risk assessment.
2. Making good of all damaged scaffold components before dismantling commences.
3. Provision of similar and adequate members to support and stabilize the scaffold (e.g. rakers) before removal of ties.
4. Checking of stability and strength of a scaffold by a competent person.
5. Alteration / dismantling of bamboo scaffold by trained workmen under the supervision of competent person.
6. Lowering of dismantled bamboo members by cranes which have been examined.
7. Lowering of all dismantled bamboo members immediately without leaving them on scaffold.
<table>
<thead>
<tr>
<th>Photo Record for Erection of Scaffold</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Metal Brackets" /></td>
</tr>
<tr>
<td><img src="image2" alt="Metal Brackets with Fixings" /></td>
</tr>
<tr>
<td><img src="image3" alt="Ties" /></td>
</tr>
<tr>
<td><img src="image4" alt="Planks and Toe Boards" /></td>
</tr>
<tr>
<td><img src="image5" alt="Eye-bolt and Independent Safety Lifeline" /></td>
</tr>
<tr>
<td><img src="image6" alt="Installation of Tarpaulin and Screen Net" /></td>
</tr>
</tbody>
</table>
Truss-out Bamboo Scaffold - Checklist By Scaffolding Subcontractor

1. Members for construction of scaffold are in good condition with sufficient ties, transoms and bracings.
2. For scaffolds erected above building entrance or exit, protective canopy such as rakers or frame supports shall be provided for protection from falling objects.
3. Floor of working platform shall be fixed with closely placed planks to eliminate the risk of tripping.
4. Width of working platform shall not be less than 400mm.
5. Width of working platform for moving materials shall not be less than 650mm.
6. Provision of safe ingress to / egress from scaffold.
7. Fall arresting system and personal protective equipment shall be sufficient and in good condition.
8. No waste or loose materials shall be on scaffold.
9. Metal brackets shall not be installed horizontally.
10. According to the CoP, the distance between metal brackets shall not be more than 1.3m.
11. The metal brackets have been properly fixed in appropriate spacing.
12. Scaffold shall not be tied to pipes of gas supply or other building services.
13. Nylon threads shall not be used for transoms.
14. The access and egress to scaffold from outdoor shall have sufficient height to prevent workers from falling out of the scaffold when accessing or egressing the scaffold.
15. Provision of railings and toe boards.
16. Display Form 5 with signature of a competent person.