EASY ACCESS

SCAFFOLD SYSTEMS

OPERATIONAL SAFETY AND ASSEMBLY INSTRUCTIONS FOR ALUMINIUM FOLDAWAY SCAFFOLD SYSTEM

EASY ACCESS FOLD AWAY®





Users of an Easy Access FoldAway Scaffold System - Please read the following instructions carefully and do not erect or use the scaffold until the instructions have been read and understood.

We strongly suggest that users be familiar with and follow the 'Standard for Scaffolding' AS/NZS 1576. This is available from Standards Australia and NZ.

Further information is available in the SARNZ publication; 'Best Practise guidelines for Scaffolding in NZ', also www.safeworkaustralia.gov.au and www.worksafe.govt.nz

#1325 12/2025

0800 394 222

sales@easyaccess.co.nz easyaccess.co.nz

A STEP ABOVE

MAINTENANCE

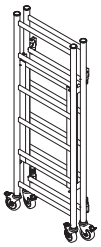
All FoldAway components must be checked regularly for damage such as dents, cracks, buckling and the like. If found the FoldAway must not be used. Damaged components are easily replaced, and must be so before further use. Contact your supplier.
Additional components such as handrails, outriggers and toeboards can be purchased at any time from the supplier.

Ensure castors are firmly secured to the frames. Tighten retaining bolt if required. DO NOT OVER TIGHTEN.
All components used in the FoldAway must be supplied by Easy Access Co.

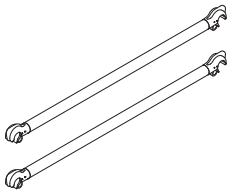
ASSEMBLY INSTRUCTIONS

BASE PACK (FLDBP)

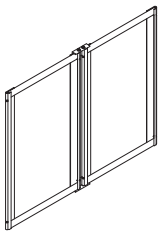




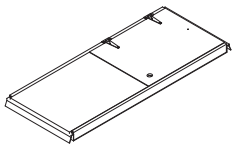
2 x End Frames



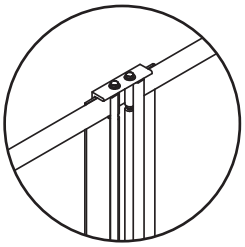
2 x Guardrails



1 x Folding Brace



1 x Platform



The folding brace is bolted to the frames each end and will normally be supplied assembled. Extend the brace to the open position before installing the platform. The platform locates on any frame cross member and serves to laterally brace the FoldAway.

OPERATION

- Analyse the area where the FoldAway is to be used and identify potential hazards.
- Ensure castors are turned outwards (to increase base width), and securely braked.
- Position the platform on the frame cross members that provides the most suitable height. Note: Handrails must be attached between 900mm and 1100mm above the platform level.
  Please see further instructions on guardrails in the following section.
- Access to the FoldAway when the platform is on the lower 2 height settings is by the operator stepping on to the platform from the side.
- The middle two height settings are accessed by the operator standing close beside the platform and transferring to a sitting position on it before regaining his/her feet. If a side handrail is present it will need to be temporarily removed to allow access and immediately replaced once the operator is standing on the platform. Note: a suitable stepladder may be used beside the platform to assist with access on the lower 4 height settings. Ensure that care is taken not to destabilise the FoldAway while accessing the platform.
- The upper 2 height settings are accessed by climbing the end frame up through the trapdoor in the platform.
- Total load must not exceed 225kgs.
- The supporting surface must be firm at all times, and level unless the FoldAway is fitted with the height adjustable castors designed for it.

SAFETY

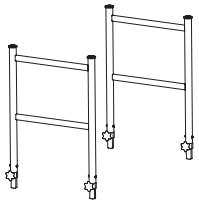
DO NOT use the FoldAway:

- If the total load will exceed 225 kilograms.
- If the user is affected by alcohol or drugs.
- If any conductors of an overhead electrical power line are less than 4 metres from the FoldAway.
- If any surface where the FoldAway is to be used is not firm or level.
- If the FoldAway is positioned in such a way that the operators could fall more than 2 metres, unless guardrails, midrails and toeboards are fitted. E.g. the FoldAway is used near the edge of a balcony.
  Note: guardrails, midrails and toeboards may be required on platform heights lower than 2 meters by site regulations or the proximity of hazards.
- Where a fall would result in serious injury unless handrails are fitted. E.g. protruding reinforcing rods or other hazards near the FoldAway.
- If the FoldAway has not been subjected to regular maintenance checks or is known to be defective.
- When the platform is greasy or slippery and poor footing results.
- If the user has not had adequate training in the use of the FoldAway. Note: every operator must be able to demonstrate the knowledge required to erect and use the FoldAway. Extra Training is available from the supplier if required.

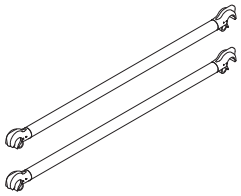
GUARDRAIL PACK *(FLDRP)*

Guardrail frame packs FLDRP consist of 4 components.

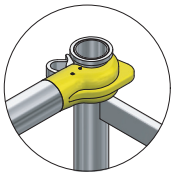




2 x End Frames



2 x Guardrails

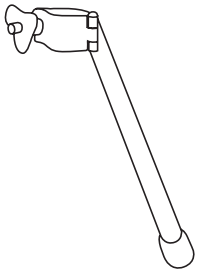




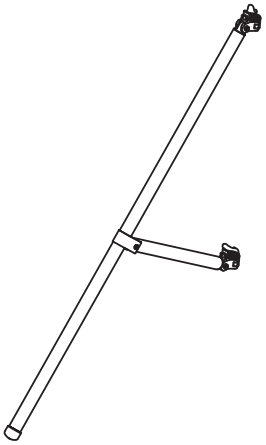
Expanding spigot

- Clip-on guardrails and midrails attach to the **inside** of the frame uprights above any cross-member.
- The FoldAway base pack FLDBP comes with 2x guardrails which are used in conjunction with the 2x supplied with the guardrail pack.
- Guardrail end frames, (pictured), fit on top of standard FoldAway frames and support clip-on guardrails and mid-rails.
- Guardrail end frames must be used at each end when the platform is at the top height setting as shown or the topmost cross member is less than 900 mm above the platform.
- There are two guardrail end frames available; the standard one pictured is used when the platform is on the top 2 height settings. Quarter height frames are available and are used when the platform is on the 3rd height setting down from the top where overall height clearance above the FoldAway precludes the use of the standard frame.
- Ensure the expanding spigots attached to the base of the Guardrail frame are firmly tightened into the base frame. Note: Ensure the Guardrail frame is positioned correctly. The frame cross member must be at the top of the tower as shown.
- Toeboards are available to be used if required on the platform when it is positioned on the upper two height settings. These are available from your supplier.
- The FoldAway must not be used outdoors when the wind speed exceeds 40kph. If this situation occurs, and it is not practicable to dismantle the FoldAway, it must be secured against movement or overturning. Apply the wheel locks, ensure that the outriggers are securely attached and where possible secure it to a rigid structure.

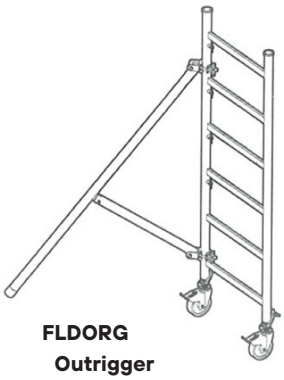
OUTRIGGERS



FLDORGMINI Outrigger



FLDORG Outrigger



FLDORG Outrigger

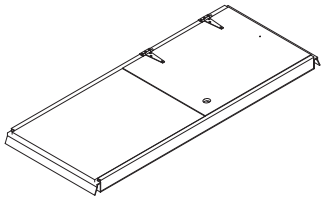
- Outriggers are used to increase the sideways stability of the FoldAway when it is used as a freestanding mobile scaffold or to stabilize the side away from an adjacent wall or other rigid structure that is not greater than 225mm away.
- Outriggers are attached to the frame uprights to increase the effective width of the 0.7 metre wide end frames.
- The outrigger end must rest firmly on a hard surface.
- Freestanding FoldAways with a platform height over 1.9m must be stabilized by attaching outriggers on both sides and at both ends.
- FoldAways near a wall or other rigid structure are stabilized by attaching outriggers on both ends on the same side.
- Where a platform is 1.9m above the supporting surface (the FLDBP configuration), outriggers (FLDORGMINI) must be used with the tower. **These are available to be purchased as a set of 4x from your supplier**. The outriggers should be attached to the end frames to extend the base of the tower to the maximum possible width and the castors turned outwards.
  Note: The width of the tower including the outriggers must be at least 1/2 the platform height in this configuration.
- Where the platform is above 1.9m and up to a maximum height of 3.7m above the supporting surface (FLDUP configurations), FLDORG outriggers must be used on the tower. **These are available to be purchased as a set of 4x from your supplier**. They should extend at least 1.15 m when measured at 90 degrees to the end frame and the end frame castors turned outwards. Note: the base width of the tower including the outriggers must be at least 1/3 of the platform height in these configurations.
- Where an adjacent wall or rigid structure is more than 225mm away from the FoldAway but less than the specified minimum width of the outrigger, the outriggers on that side should be angled to the end frames to achieve the maximum width possible.
- Wheel locks on the castors must be applied whenever the FoldAway is being used, or is left unattended.
- When the FoldAway is left unattended, other than for a short period, ensure that the securing procedure above is followed.

UPPER PACK *(FLDUP)*





2 x End Frames

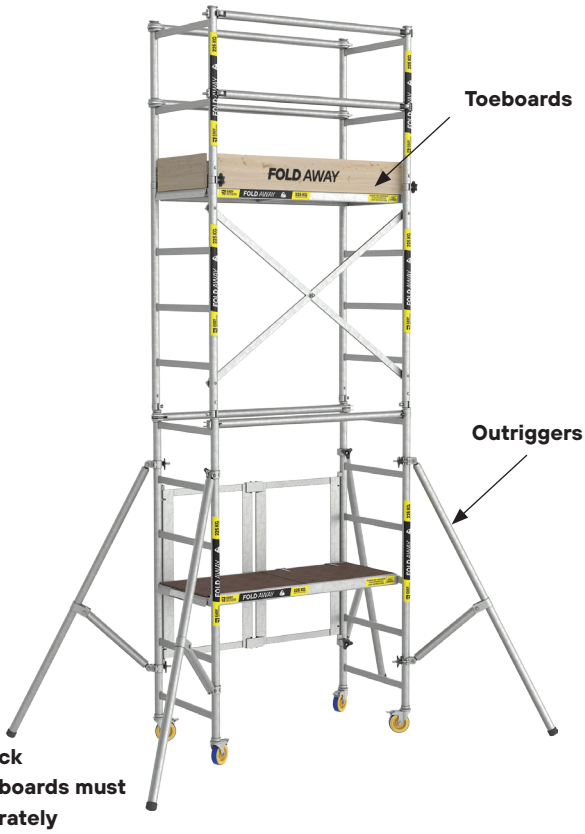


1 x Platform



1 x Cross Brace

- Extra height frame packs FLDUP include 2x frames, 1x platform, 1x cross brace and 4x expanding spigots.
- Expanding spigots are used to join the frames together and are supplied with the upper frame pack. These must be securely tightened with a spanner after frames are located.
- Note: Ensure the Expanding spigots are inserted into the base of the upper frame.
- Two platforms must be used on this configuration. The lower platform can be on any cross member on the base frame set, but is best on those that position it more than 1.8m below the top platform.
- The maximum height the FoldAway may be erected to is 4.21 metres including the guardrail end frame set. In this configuration the lower platform is positioned on the top cross members of the base frames.
- The FoldAway must not be erected more than two frames high. If erected to maximum height the overall height is 4.21 metres to the top of the guardrail end frame.
- Toe-boards (FLDTBS) are required where any object can fall more than two metres from any platform. **These are available to be purchased from your supplier**.
- **Some jurisdictions or site regulations require toeboards to be used on platforms regardless of height.**
- **Site regulations may require a non-vertical ladder to be used to access a platform higher than 2 meters. Ladders are available from the supplier.**
- **Outriggers (FLDORG) must be used along with upper packs. These are available from the supplier**



FoldAway Upper Pack
Note - Outriggers and toeboards must be purchased separately

FOLDAWAY RANGE GUIDE



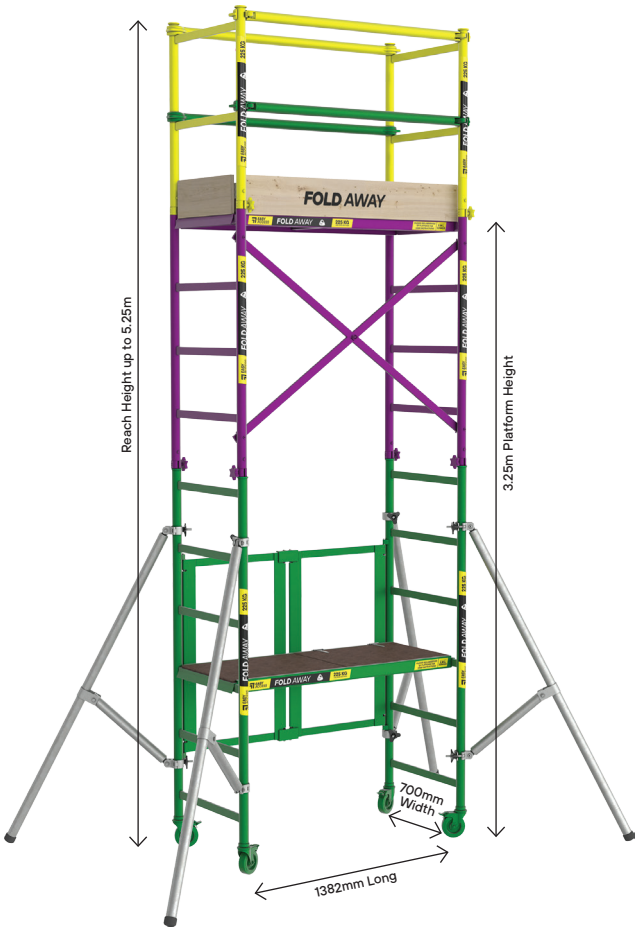
BASE PACK
FLDBP
0.9m Platform Height
2.9m Reach Height



GUARDRAIL PACK
FLDRP
1.9m Platform Height
3.9m Reach Height



UPPER PACK
FLDUP
3.25m Platform Height
5.25m Reach Height



- **GUARDRAIL PACK**
- **UPPER PACK**
- **BASE PACK**

OUTRIGGERS, CASTORS, TOEBOARD

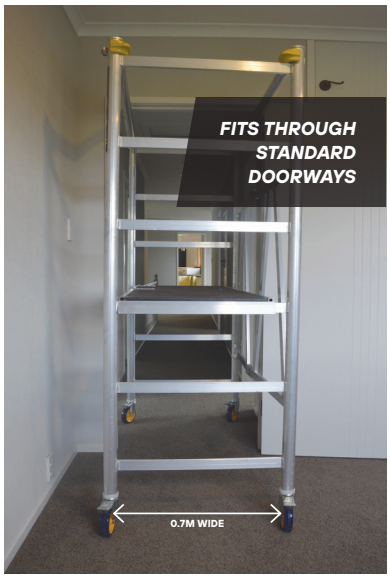
FoldAway Base Pack with Guardrail Pack
Note - Outriggers must be purchased separately




EASY ACCESS
MINI MOBILE
NZ MADE TOUGH
225 KG
EASY ACCESS









THANK YOU FOR TAKING THE TIME TO READ THESE INSTRUCTIONS, AND FOR PURCHASING THE EASY ACCESS FOLDAWAY MOBILE PLATFORM.

The manufacturers or supplier will not accept liability for injury or damage resulting from product failure due to misuses, abuse, faulty installation and alteration, lack of reasonable care, lack of adequate training, use not listed under these Operational Safety Instructions or any other failure not related to defects in materials or manufacture.

0800 394 222
sales@easyaccess.co.nz easyaccess.co.nz

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