

Interim Scaffolding Procedure

The scope of this document is to cover scaffolding built over 6 feet tall.

Scaffolding over 6 feet tall shall be erected, modified and inspected only by a competent person. Departmental Director will be responsible for appointing the competent persons for their areas.

After scaffolding is erected or modified, a Scaffolding Erector's checklist, must be completed by a competent person and kept on file in the Department using the scaffold. The competent person will also be responsible for properly labeling the scaffolding before it is put into use.

Daily inspections of the scaffold, using the Daily Scaffolding Checklist, shall be conducted by a competent person before use. Daily Checklist shall be kept on file in the department that is using the scaffolding.

Personnel will not be allowed to work on a scaffold before it has been labeled safe to use by a competent person. Attached is a copy of each scaffold label that may be used. Personnel must be trained to know what each tag means.

Our current policy listed in the Campus Facilities Safety manual (Yellow Book) implemented 1/1/2003 in will not be changed this is only an addition for clarification.

Submitted for approval 12/04/2008

Scaffolding Erector's checklist

Scaffolding Safety Checklist

		Yes	No	Action(if no)
#	GENERAL REQUIREMENTS			
1	Is the scaffold being erected under the direction of a competent person?			
2	Is the footing sound and rigid - not set on soft ground, frozen ground (that could melt), or resting on blocks?			
3	Has the erection site been evaluated for hazards such as earth fills, ditches, debris, underground electric wires, unguarded openings, or conditions created by other trades?			
4	Are wheels / castors locked?			
5	Is the scaffold able to hold four times its maximum intended load?			
6	Are guardrails and toeboards in place on all open sides?			
7	Is the platform complete front to back and side to side (fully planked or decked, with no gaps greater than 1 inch)?			
8	Is the lumber free of cracks, splits, knots, or damage?			
9	Is the scaffold level?			
10	Have all compounds been inspected for defects such as broken welds, corroded members, and missing locks, bent or dented tubes?			
11	Are all braces, bearer, and clamps secured all sections pinned or appropriately secured?			
12	Is there a safe way to get on and off the scaffold, such as a ladder (without climbing on crossbraces)?			
13	Is the front of the scaffold within 14 inches of the work?			
14	Does the scaffold meet electrical safety clearance distances?			
15	Is the scaffold under 125 feet in height?			
16	Is the "X" bracing installed on the ends of the scaffold and every third set of post horizontally and every fourth vertical runner?			
17	Are severe weather provisions in place i.e. during high winds, rain, snow, or bad weather?			
18	Have all planks been properly secured to the scaffold structure to prevent them blowing off in the event of high winds?			

19	Where persons work under scaffold, is a 1/2 inch mesh screen provided between toeboard and guard rail or has the area below the scaffold been cordoned off?			
20	Are tag lines available for items to be loaded on to scaffold?			
21	When employees are working on suspended scaffolds, are lifelines firmly anchored to an overhead structure and not to the scaffold?			
22	Is the scaffold over 10 feet high, (if yes) is personal fall protection available, or are guardrails in place?			
23	Are guardrails 38 inches high?			
24	Are toeboards in place and at least 4 inches high?			
25	Are midrails or equivalent in place?			
26	Does the scaffold have a height to base ratio of at least 4:1?			

Job Competent Person: _____

Inspected By: _____

Signature: _____ Date: _____

Daily Scaffolding Checklist

(To be completed by designated competent person)

Check "Yes", "No", or "Unknown"

YES

NO

UNK

General Rules all Scaffolds

Scaffold components can support at least four times their maximum intended load.

Scaffold is fully planked - No more than 1" gap between planks.

Platform is at least 18 inches wide (12 inches on pump jacks).

Guardrails are used or personal fall arrest system is used after 10' work height.

Scaffold is 14" or less from face of work if workers remove front guardrails (18" for plasterers).

Planks do not extend past the ends of the scaffold frames more than 12 inches.

Planks overlap each other by at least 12 inches.

General Rules for Supported Scaffolds

Height to base width ratio less than 4:1 (no guying, ties, or braces required).

Over 4:1 scaffolds are restrained from tipping by guying, tying, or bracing. All scaffold frames and uprights use base plates (mud sills required if on dirt).

Footings are level, sound, rigid. No settling has occurred.

Unstable objects such as blocks, bricks, buckets, etc., are not used as work platforms.

Unstable objects such as blocks, bricks, buckets, etc., are not used to support scaffolds.

General Rules for Access

No more than 2' step up or down or a 14" step across to get on or off a platform.

Ladder first rung is not more than 24" above the ground.

Hook-on and attachable ladders are designed for the scaffold.

Add-on ladders must have a rung length of at least 11 1/2".

Built in ladders (part of the scaffold frames) must have a rung length of at least 8".

Rungs line up vertically for the entire height of the scaffold.

Cross braces are not used for climbing up or down from the scaffold.

Inspected by _____
Scaffolding Location _____

Date _____

SCAFFOLD TAG

DANGER

**DO NOT
USE
SCAFFOLD
OR
CLIMBER**

(1)



CAUTION

This scaffold does NOT
MEET Federal/State
OSHA Specifications.

All employees working
from this scaffold must
wear and use an approved
safety harness.

DO NOT ALTER

DATE: _____

COMPETENT PERSON

SIGNATURE: _____

COMMENTS: _____



OK

This scaffold has
been erected to meet
Federal/State OSHA
Standards and is safe
for all craft work.

DO NOT ALTER

DATE: _____

COMPETENT PERSON
SIGNATURE: _____

COMMENTS: _____

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(3)



DANGER

**DO NOT USE
THIS SCAFFOLD
KEEP OFF**

This scaffold is being
erected, taken down or
has been found defective.

DO NOT ALTER

DATE: _____

COMPETENT PERSON
SIGNATURE: _____

COMMENTS: _____

(24)