

<b>SCAFFOLD SAFETY CHECKLIST</b> (to be conducted by a designated competent person)	OK	NOT OK	N/A
<b>General Rules all scaffolds:</b>			
scaffold components can support 4 times their intended load (4X safety factor)			
scaffold is fully planked - planks fit as tightly as possible (or employees use fall protection)			
platform is at least 18 inches wide (12 inches on pump jacks)			
guardrails are used or fall protection equipment 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			
scaffold components made by different manufacturers (or different models) are not mixed together (unless equal size and equivalent strength)			
<b>General Rules for Supported (not suspended) Scaffolds</b>			
height to base width ratio less than 4:1 no guying required			
over 4:1 scaffolds are restrained from tipping by guying, tying, or bracing			
scaffold frames and uprights bear on base plates with mud sills, or other firm foundations			
footings are level, sound, rigid, and can support the scaffold without settling			
unstable objects such as blocks, bricks, buckets, etc., are not used as work platforms			
scaffold platforms on forklifts are firmly attached to the forks			
if scaffold platforms are used on forklifts the operator and workers are trained on special rules for operation of forklift (ANSI B56.6) for this work			
scaffolds must be plumb and fully cross braced - no swaying or rocking			
<b>General Rules for Access</b>			
no more than 2' step <b>up or down</b> or a 14" step <b>across</b> to get on or off a platform			
use of the ladders do not tip the scaffold			
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"			
all ladders (or frames) have uniform vertical spacing (except at intersections) and never exceed 16 3/4"			
rungs line up vertically for the entire height of the scaffold			
during erection and dismantling safe access is maintained			
cross braces are not used for climbing up or down from the scaffold			
<b>General Rules for Use</b>			
scaffolds are erected, moved, dismantled or altered only <b>under the supervision of competent persons</b> qualified in these operations			
scaffolds are inspected by <b>competent persons</b> daily and before each work shift			
work activities are carried out by qualified workers selected by the competent person			
damaged or weakened parts are removed from service immediately			

<b>Rules for Use (Continued)</b>			
scaffolds are not moved while employees are on them unless they are designed for that purpose and meet the criteria for mobile scaffolds			
safe clearances are maintained between scaffold components and power lines. (3' for <300 volts and 10' for >300 volts) Cover, or kill the lines with power company	OK	NOT OK	N/A
employees do not work on scaffolds covered with snow, ice, or slippery material			
tag lines are used when loads are being swung onto or near the scaffold			
work on scaffolds is prohibited during storms or high winds (except competent person can allow it if safe <u>and</u> all employees are protected by personal fall arrest systems)			
debris is not allowed to accumulate on work platforms			
workers do not stand on buckets, boxes, barrels, step ladders, etc., on scaffolds			
ladders used on <u>large area scaffolds</u> are secured and scaffold is secured			
platforms (planks) do not deflect more than 1/60th of their entire span when loaded (1 ½" in 8' or 2" in 10')			
<b>Fall Protection</b>			
fall protection is provided on all scaffolds ten feet and higher			
competent person directs employees for fall protection methods during erection & dismantling			
fall protection consists of guardrails and/or personal fall arrest to include harness and lanyard, vertical lifelines, retractable lifelines, etc.			
guardrails are installed on all sides of platform unless fall arrest equipment is used			
guardrails are 39-45 inches high with a midrail halfway			
top rail supports a force of 200 pounds & midrail 150 pounds			
ends of rails do not overhang the terminal posts except if no hazard			
cross bracing can be used as a mid-rail if "x" is between 20" and 30"			
cross bracing can be used as a top rail if "x" is between 38" and 48"			
cross bracing cannot be both mid and top rail - at least one horizontal must be in place			
<b>General Rules for Falling Object Protection</b>			
Employees working on scaffolds or beneath scaffolds are protected from objects falling from above by the use of hardhats, barricades below, barricades above, toeboards, screens, guardrails, nets, catch platforms and/or canopy structures			
<b>Additional Rules for Tubular Welded Frame Scaffolds</b>			
prior to raising platforms to the next level, all frames, braces, pins, etc., are in place			
frames are braced with proper braces so the frames are square, level, and aligned <u>automatically</u>			
frames are joined by <u>locked</u> , stacking couplers			
where leveling of the scaffold is necessary, screw jacks are used			
screw jacks are pinned in place to prevent accidental displacement			
scaffold vertical members are braced laterally to automatically plumb, level, and align the scaffold			
<b>Additional Rules for Mobile Scaffolds</b>			
mobile scaffolds are braced by cross, horizontal, or diagonal braces or combination thereof, to prevent racking or collapse			

<b>Additional Rules for Mobile Scaffolds (continued)</b>			
scaffolds wheels are locked while in a stationary position	<b>OK</b>	<b>NOT OK</b>	<b>N/A</b>
Force used to move the scaffold is applied within five feet of the base of the scaffold.			
workers may not propel themselves from the top of the scaffold platform			
employees do not ride on mobile scaffolds unless			
- surface is within 3 degrees of level, and there are no holes for wheels to fall into			
- height to base ratio is two to one or less			
- outrigger frames if used are installed on both sides			
- no employee rides on outside (outside of the wheels) of the scaffold			
- before scaffolds are moved, employees on top are made aware of the move			
<b>Additional Rules for Stilts</b>			
surfaces are free from holes, pits, obstructions, debris, tripping and falling hazards			
stilts are properly maintained - use only manufacturer approved parts			
if employees wear stilts on large area scaffolds guardrails are raised up proportionate to the height of the stilts being used			
<b>Additional Rules for Aerial Lifts</b>			
Only authorized personnel operate lifts			
controls are checked each day			
workers do not tie off to adjacent structures while working from the lift			
workers stand on the floor of the basket & do not stand on rails			
fall protection is worn and used while working from extendable boom lifts			
load limits are not to be exceeded			
<b>Rules for Training</b>			
all employees erecting, dismantling, and working on scaffolds are trained by competent persons and retrained as necessary			
training has covered			
i. electrical hazards, fall hazards, and falling objects;			
ii. procedures for erection and dismantling on this job			
iii. proper use of the scaffold on this job			
iv. maximum loads and capacities for this scaffold			
v. requirements found in the OSHA standards relative to this scaffold			

Name of Job: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

I have examined the scaffold(s) in use on this job and certify that the above is correct to the best of my knowledge: Signature of Inspector/competent person: \_\_\_\_\_

*Note: Checklist covers most of the major safety considerations and rules for most of the commonly used scaffolding. This does not cover all rules, or all styles of scaffolding. Consult with MSC Safety Solutions with questions.*