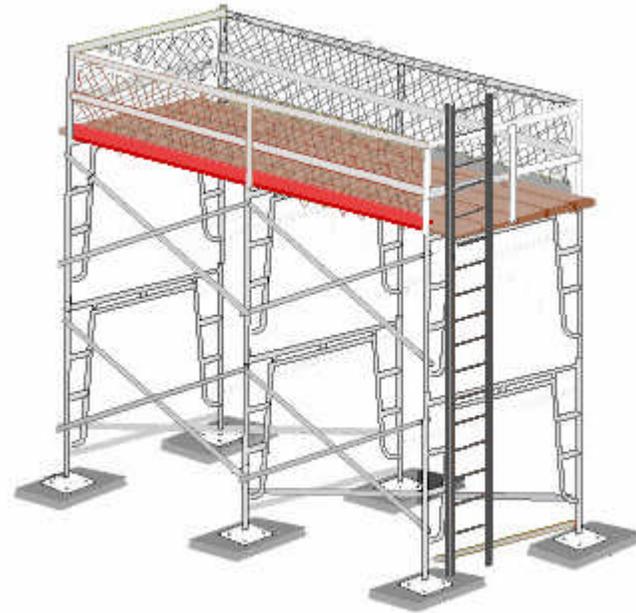


# How to Put Up Scaffolding ...



The Right Way

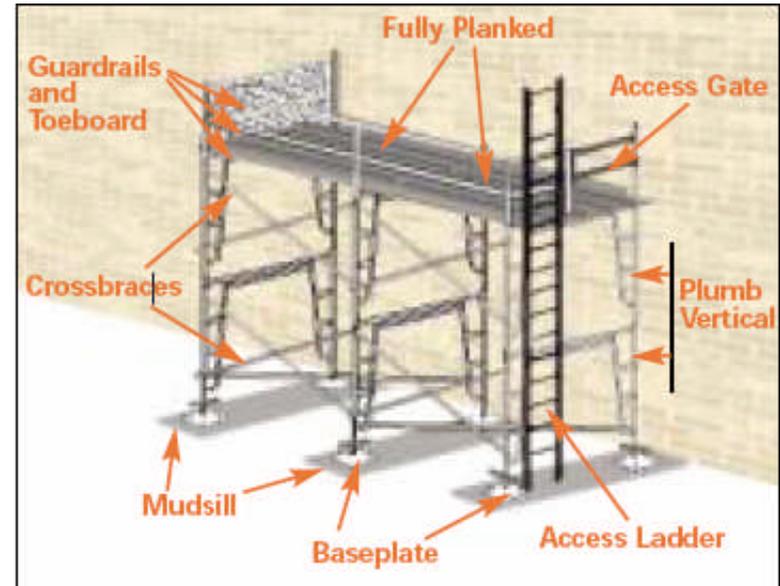
# SCAFFOLD CHECKLIST

## SET UP

- Is the scaffold being assembled under the supervision of a trained/competent person?
- Are all workers below wearing hard hats?
- Are footings sound and rigid - not set on soft ground, frozen ground (that could melt), or resting on blocks?
- Is the scaffold level?
- Are wheels / castors locked?
- Is the scaffold able to hold four times its maximum intended load?
- Is the platform fully planked or decked with no gaps greater than 1 inch?
- Are guardrails and toe boards in place on all open sides?
- Are all sections pinned / secured?
- Is there a safe way to get on and off the scaffold, such as a ladder (climbing on cross braces is prohibited)?
- Is the front face within 14 inches of the work (or within 3 feet for outrigger scaffolds)?
- Does the scaffold meet electrical safety clearance distances?
- If the scaffold is taller than four times its base is it secured using guying, tying, bracing, or equivalent?

## USE

- If the scaffold is over 10 feet high, is personal fall protection or guardrails provided?
- Are all workers below wearing hard hats?
- Are the number of workers, tools and other equipment kept to a minimum and removed when not in use?
- Are workers removed from scaffolds during high winds, rain, snow, or bad weather?
- Are materials secured and are workers removed before moving a (rolling) scaffold?
- Are tool belts used or are heavy tools, equipment, and supplies hoisted up rather than carried up by hand?



See OSHA's website:

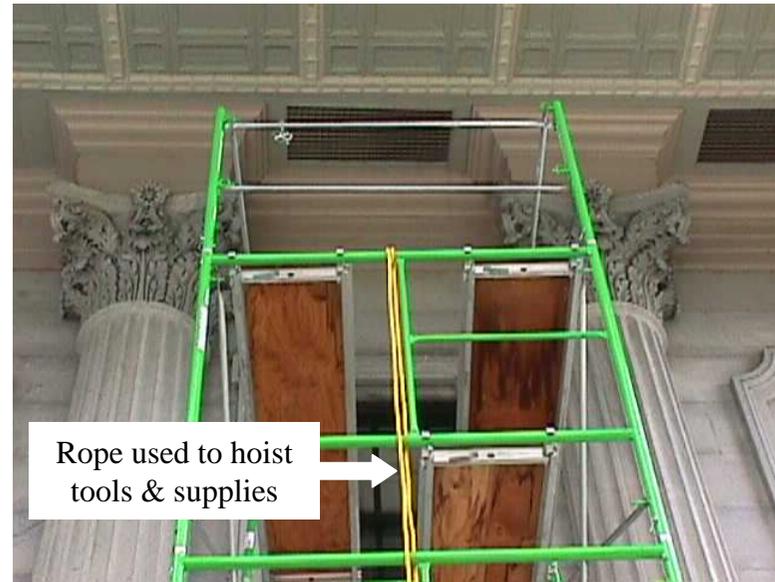
<http://www.osha.gov/SLTC/etools/scaffolding/supported/index.html>



**Not fully planked**  
(more than 1" gap)

**Mid-brace**  
**not installed**

**No Toe-Boards**



Rope used to hoist  
tools & supplies



**Guard railing is required**  
**by OSHA on all platforms**  
**10 feet or higher**

**Open side No More Than**  
**14" From Work Face**

**Wear Hard Hat**  
**Working Below**

Manufacturer's Instruction  
& Warning Label



Walking Board properly secured to frame



Stacked Frames Properly Pinned/Secured



Stacked Frames Not Pinned/Secured



Frame Locking Pin Not Secured



Side bracing installed and locked



Frame Bracing NOT Properly Connected



Frame Bracing Properly Secured



Caster locked and stem pinned



Caster unlocked

Lock All 4 Casters  
Before Getting On Scaffold

Do Not Ride a Scaffold  
to be Moved

Get Off Then Move Scaffold



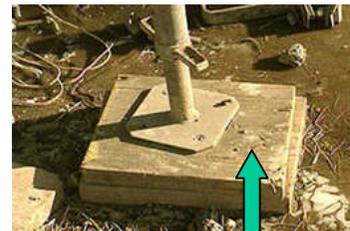
- Will Scaffolding Reach Required Work Heights or is Other Equipment such as a Man Lift or Boom Lift more Appropriate?
- Is the Ground Uneven or Soft Requiring Use of Levelers and/or Mudsills?



**Man Lift**



**Boom Lift**



**Mudsill**

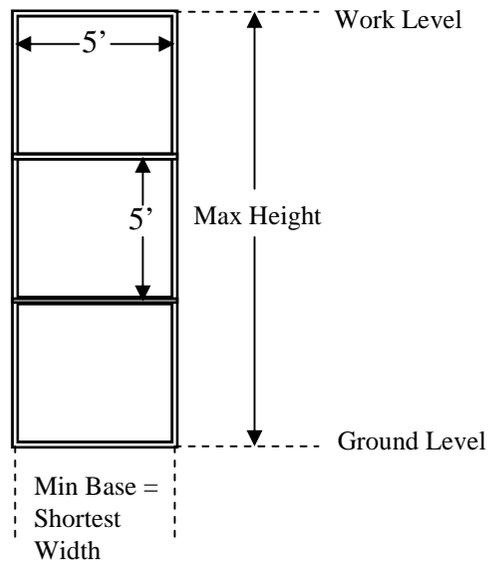


**Leveler**

**DO NOT EXCEED**  
**Manufacturer's Maximum Height**  
Example (Bil-Jax) = 3 times the  
**Minimum Base Width**  
(Even if OSHA allows 4 times the minimum base dimension)

Frames = 5' x 5'

Max Ht = 3 x 5' = 15' = **Stacked 3 High**



**If Stacked More than 3 Frames,  
Need Guying, Tying, Outriggers, etc.**

**Do Not Climb Bracing  
Use Ladder or Stairs to Climb Scaffolds**



**Guard railing is required by OSHA on all  
platforms 10 feet or higher.**

**DO NOT EXCEED  
Manufacturer's Maximum Height  
(with Outriggers)**

**Example (Bil-Jax) = 3 times the  
Minimum Base Width**

(Even if OSHA allows 4 times the minimum base dimension)

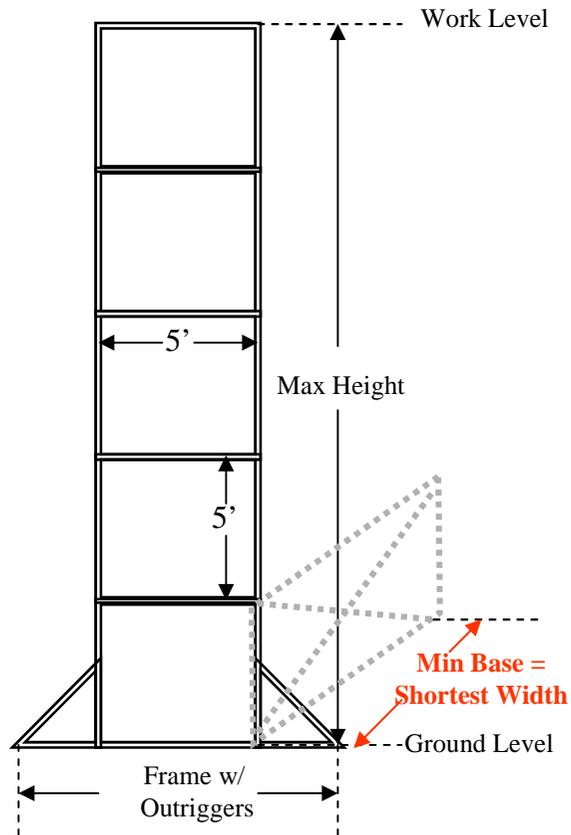
Frames = 5' x 5'

Outrigger = 32" (2.67')

$5 + (2 \times 2.67) = 10.3'$

New Minimum Width of Base = Walk Board = 8'

Max Ht =  $3 \times 8' = 24' = \text{Stacked 5 High}$



Outrigger installed  
correctly  
(in ground contact with  
caster locked)



Outrigger installed  
**Incorrectly**  
(not in ground contact and  
caster not locked)

**Guard railing is required  
by OSHA on all platforms  
10 feet or higher.**

- Outriggers installed on 2 legs only  
(versus all 4)
- In stowed / traveling position



This presentation is a supplement to the required On-line Scaffolding Safety (CBT) course available through:



If you have questions about how to assemble and work on scaffolds, contact your supervisor or Safety (737-2315)