

Basic Requirements

- The working edge of the scaffold will be placed no more than 14 inches from the front of the building or structure.
- Platforms will extend over the end supports by at least 6 inches, and not more than 12 inches, unless cleated or restrained.
- All components that are supplied by the manufacturer will be used unless they are parts specifically designed for optional uses and are not being used at the time.
- All parts, including casters, pipes/poles, rails, toe boards, platforms, cams, locking pins and all connection devices must be inspected and found to be in good condition prior to each use. See Appendix C.
- A workplace inspection will be conducted by a scaffold competent person and documented prior and during the erection of the scaffolding, as well as prior to each use. Example inspection checklists follow.
- Guardrails are to be placed between 36 and 45 inches high and placed at the open ends and sides of the platform, and must be able to withstand a force of 200 pounds. Midrails will be placed halfway between the top rail and the toeboard. Toeboards must be in place where employees working below are exposed to falling objects.
- Cross bracing and railings should not be used as a means of climbing to or accessing the platform. Workers will only use the installed ladders.
- For mobile scaffolds, the caster wheels must be locked and all locking pins in place prior to use.
- Fall protection systems are required when employees erect and disassemble scaffolding.
- Hard hats are to be worn at all times while working on or around scaffolding.

Component Inspection

All scaffold components will be inspected before use.

- Frame posts in good condition
- Runner poles in good condition
- Bearer poles in good condition
- Cross bracing poles in good condition
- Horizontal poles in good condition
- Panel guard rails in good condition
 - Top rail
 - Mid rail
 - Uprights
 - Toe kicks
- Connector clamps
- Locking pins
- Base plates
- Casters with locking equipment
- Climbing ladders
- Climbing ladder brackets
- Outrigger brackets (if applicable)
- Outriggers (if applicable)
- Planking (solid treated lumber, LVL, metal, etc.)

Additional components:

- _____
- _____
- _____
- _____

Additional accessories added:

- _____
- _____
- _____
- _____

Comments

Worksite Inspection

Date _____ Department _____ Inspector _____

- Is scaffold equipment inspection complete?
- No electrical within 10 feet (or insulation if <300 V)
- No overhead obstruction
- Scaffold grounded if powered equipment is used
- Only trained personnel erecting or using scaffolding
- Ground or floor is providing adequate support
- Ground or floor flat and level, or adjustments have been made
- Area around base is cordoned off
- If casters are used, they are locked
- Base plates are in place and secured
- Each frame and panel is braced by:
 - Horizontal bracing
 - Cross bracing
 - Diagonal bracing
- Diagonal and cross bracing is used near bottom and every 20 feet
- All bracing connections and couplers are secured
- All vertical post connections and couplers are secured
- All locking pins and locking mechanisms are in place and engaged
- All posts are plumb and planking is level
- All planking overhangs the ends by 6-12 inches
- All 4:1 sections properly secured (when height exceeds four times the width)
 - Tied to wall or fixed surface
 - Guyed
 - Outriggers used
 - Other effective restraints used
- A means of access to all platforms is provided (e.g. ladder)
- No climbing of cross bracing, horizontal or diagonal parts is necessary
- No homemade or makeshift devices used
- No additional ladders or devices used to gain height on platforms
- Erected scaffolding reaches safe working height
- Weight capacity of the scaffold system will not be exceeded

Comments
