



Safety Guidelines

GIVE TO SCAFFOLD ERECTOR & USER OR POST ON JOB CODE OF SAFE PRACTICES FOR FRAME SCAFFOLDS, SYSTEM SCAFFOLDS, TUBE AND CLAMP SCAFFOLDS & ROLLING SCAFFOLDS DEVELOPED FOR THE INDUSTRY BY THE

Scaffold Industry Association, Inc. (SIA) and the Scaffold, Shoring & Forming Institute (SSFI)

It shall be the responsibility of all users to read and comply with the following common sense guidelines which are designed to promote safety in the erecting, dismantling and use of scaffolds. These guidelines do not purport to be all-inclusive nor to supplant or replace other additional safety and precautionary measures to cover usual or unusual conditions. If these guidelines in any way conflict with any state, local, provincial, federal or other government statute or regulation, said statute or regulation shall supersede these guidelines and it shall be the responsibility of each user to comply therewith.

I. GENERAL GUIDELINES:

- A. POST THESE SCAFFOLDING SAFETY GUIDELINES in a conspicuous place and be sure that all persons who erect, dismantle or use scaffolding are aware of them, and also use them in tool box safety meetings
- B. FOLLOW ALL STATE, LOCAL AND FEDERAL CODES, ORDINANCES AND REGULATIONS pertaining to scaffolding.
- C. SURVEY THE JOB SITE. A survey shall be made of the job site by a competent person for hazards, such as untapped earth fills, ditches, debris, high tension wires, unguarded openings, and other hazardous conditions created or avoided as noted in the following sections.
- D. INSPECTED ALL EQUIPMENT BEFORE USING. Never use any equipment that is damaged or defective in any way. Mark it or tag it as defective. Remove it from the job site.
- E. SCAFFOLDS MUST BE ERECTED IN ACCORDANCE WITH DESIGN AND/OR MANUFACTURERS' RECOMMENDATIONS.
- F. DO NOT ERECT, DISMANTLE OR ALTER A SCAFFOLD unless under the supervision of a competent person.
- G. DO NOT ABUSE OR MISUSE THE SCAFFOLD EQUIPMENT.
- H. ERECTED SCAFFOLDS SHOULD BE CONTINUALLY INSPECTED by users to be sure that they are maintained in safe condition. Report any unsafe condition to your supervisor.
- I. NEVER TAKE CHANCES! IF IN DOUBT REGARDING THE SAFETY OR USE THE SCAFFOLD, CONSULT YOUR SCAFFOLD SUPPLIER.
- J. NEVER USE EQUIPMENT FOR PURPOSES OR IN WAYS FOR WHICH IT WAS NOT INTENDED.
- K. DO NOT WORK ON SCAFFOLDS if your physical condition is such that you feel dizzy or unsteady in any way.
- L. DO NOT WORK UNDER THE INFLUENCE of alcohol or illegal drugs.

II. GUIDELINES FOR ERECTION AND USE OF SCAFFOLDS:

- A. SCAFFOLD BASE MUST BE SET ON BASE PLATES AND AN ADEQUATE SILL OR PAD to prevent slipping or sinking and fixed there to where required. Any part of a building or structure used to support the scaffold shall be capable of supporting the maximum intended load to be applied.
- B. USE ADJUSTING SCREWS or other approved methods to adjust to uneven grade conditions.
- C. BRACING, LEVELING & PLUMBING OF FRAME SCAFFOLDS.
 - 1. Plumb and level all scaffolds as erection proceeds. Do not force frames or braces to fit. Level the scaffold until proper fit can be easily made.
 - 2. Each frame or panel shall be braced by horizontal bracing, cross bracing, or any combination thereof for securing vertical members together laterally. All brace connections shall be made secure, in accordance with manufacturers' recommendations.
- D. BRACING, LEVELING & PLUMBING OF TUBE & CLAMP AND SYSTEM SCAFFOLDS.
 - 1. Post shall be erected plumb in all directions, with the first level of runners and bearers positioned as close to the base as feasible. The distance between bearers and runners shall not exceed manufacturers' recommendations.
 - 2. Plumb and level scaffolds as erection proceeds.
 - 3. Fasten all couplers and / or connections securely before assembly of next level.
 - 4. Vertical and/ or horizontal diagonal bracing must be installed according to manufacturers' recommendations.
- E. WHEN FREE STANDING SCAFFOLD TOWERS exceed a height of four (4) times their minimum base dimension, they must be restrained from tipping. (CAL/ OSHA and some government agencies require stricter ratio of 3 to 1.)
- F. TIE CONTINUOUS (RUNNING) SCAFFOLDS TO THE WALL OR STRUCTURE at each end at least every 30 feet of length in between when scaffold height exceeds the maximum allowable free standing dimension. Install additional ties on taller scaffolds as follows:
On scaffolds 3 feet or narrower in width, subsequent vertical ties shall be repeated at intervals no greater than every 20 feet. On scaffolds wider than 3 feet, subsequent vertical ties shall be repeated at intervals not greater than 26 feet. The top tie shall be installed as close to the platform as possible; however, no lower from the top than 4 times the scaffold's minimum base dimension. Ties must prevent the scaffold from tipping either into or away from the structure. Place ties near horizontal members.
When scaffolds are fully or partially enclosed, or when scaffolds are subjected to overturning loads, additional ties may be required.
- G. DO NOT ERECT SCAFFOLDS NEAR ELECTRICAL POWER LINES. Consult a qualified person for advice.
- H. ACCESS SHALL BE PROVIDED TO ALL PLATFORMS. Do not climb crossbraces or diagonal braces.
- I. PROVIDE A GUARDRAIL SYSTEM, FALL PROTECTION AND TOEBOARDS WHERE REQUIRED BY THE PREVAILING CODE.
- J. BRACKETS AND CANTILEVERED PLATFORMS.
 - 1. Brackets for system scaffolds shall be installed and used in accordance with manufacturers' recommendations.
 - 2. Brackets for frame scaffolds shall be seated correctly with side bracket parallel to the frames and end brackets at 90 degrees to the frames. Brackets shall not be bent or twisted from normal position. Brackets (excepted mobile brackets designed to carry materials) are to be used as work

platforms only and shall not be used for storage of material or equipment.

3. Cantilevered platforms shall be designed, installed and used in accordance with the manufacturers' recommendations.

K. ALL SCAFFOLDING COMPONENTS shall be installed and used in accordance with the manufacturers' recommended procedure.

Components shall not be altered.

Scaffold frames and their components manufactured by different companies shall not be intermixed, unless the component parts readily fit together and the resulting scaffold's structural integrity is maintained by the user.

L. PLANKING.

1. Working platforms shall cover scaffold bearer as completely as possible. Only scaffold grade wood planking and decking meeting scaffold use requirements shall be used. Planks and Platforms should rest on bearers only.

2. Check each plank prior to use to be sure plank is not warped, damaged, or otherwise unsafe.

3. Planking shall have at least 12" overlap and extend 6" beyond center of support, or be cleated or restrained at both ends to prevent sliding off supports.

4. Solid sawn lumber, LVL (laminated veneer lumber) or fabricated scaffold planks and platform(unless cleated or restrained) shall extended over their end supports not less than 6" nor more than 18". This overhang should be guardrailed to prevent access.

M. FOR " PUTLOGS" AND "TRUSSES" THE FOLLOWING ADDITIONAL GUIDELINES APPLY:

1. Do not cantilever or extend putlogs/ trusses as side brackets without thorough consideration of loads to be applied.

2. Install and brace putlogs and trusses in accordance with manufacturers' instructions.

N. FOR ROLLING SCAFFOLDS THE FOLLOWING ADDITIONAL GUIDELINES APPLY:

1. RIDDING A ROLLING SCAFFOLD IS VERY HAZARDOUS. The SIA and the SSFI do not recommended nor encourage this practice.

2. Casters with plain stems shall be attached to the Frames or adjustment screws by pins or other suitable means.

3. No more than 12 inches of the screw jack shall extend between the bottom of the adjusting nut and the top of the caster.

4. Wheels or casters shall be locked when scaffold is in use.

5. Joints shall be restrained from separation.

6. Use horizontal diagonal bracing near the bottom and at 20 foot intervals measures from the rolling surface.

7. Do not use brackets or other platform extensions without compensating for the overturning effect.

8. The top platform height as measured from the rolling scaffold must not exceed four(4) times the smallest base dimension (CAL/ OSHA and some Government agencies require a stricter ratio to 3 to 1).

9. Cleat or secure the plank .

10. Secure or remove all materials and equipment from platform before moving .

11. Do not attempt to move a rolling scaffold without sufficient help-watch out for holes in a floor and overhead obstructions- stabilize against tipping.

O. SAFE US OF SCAFFOLD

1. Prior to use, inspect scaffold to insure it has not been altered and and is in safe working condition.

2. Erected scaffolds and platforms should be inspected continuously by those using them.

3. Exercise caution when entering or leaving a work platform.

4. Do not overload scaffold. Follow manufacturer's safe working load recommendations

5. Do not jump onto planks or platforms.

6. DO NOT USE ladders or makeshift devices to increase the working height of a scaffold. Do not place plank on guard rails to increase the height of a scaffold.

7. Climb in access areas only and use both hands. Do not climb braces or diagonals.

III. WHEN DISMANTLING SCAFFOLDING THE FOLLOWING ADDITIONAL GUIDELINES APPLY:

A. Check to assure scaffolding has not been structurally altered in any way which would make it unsafe and, if it has, reconstruct and or stabilize where necessary before commencing with dismantling procedures.

This includes all scaffold ties.

B. Visually inspect planks prior to dismantling to be sure they are safe.

C. Do not remove a scaffold component without considering the effect of that removal.

D. Do not accumulate excess components or equipment on the level being dismantled.

E. Do not remove ties until scaffold above has been dismantled to that level.

F. Lower dismantled components in an orderly manner. Do not throw off of scaffold.

G. Dismantled equipment should be stockpiled in an orderly manner.

Since field conditions vary and are beyond the control of the SIA and the SSFI, safe and proper use of scaffolding is the sole responsibility of the user.