

**GIVE TO SCAFFOLD ERECTOR & USER OR POST ON JOB CODE OF SAFE PRACTICES  
FOR ERECTING & DISMANTLING OF VERTICAL SHORING 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 employers and users to read and comply with following common sense guidelines which are designed to promote safety in the erection, dismantling and use of vertical shoring. These guidelines are not all inclusive nor do they supplant or replace other additional safety and precautionary measures to cover usual or unusual conditions. If these guidelines conflict in any way with any state, local, provincial or federal governmental statute or regulation, said statute or regulation shall supersede these guidelines and it shall be the responsibility of each user to comply therewith and also to be knowledgeable.

**I. GENERAL GUIDELINES.**

- A. POST THESE SHORING SAFETY GUIDELINES in a conspicuous place and be sure that all persons who erect, dismantle or use shoring are aware of them in Tool Box Safety meetings.
- B. FOLLOW ALL STATE, LOCAL AND FEDERAL CODES, ORDINANCES AND REGULATIONS pertaining shoring.
- 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. These conditions should be corrected.
- D. PLAN SHORING ERECTION SEQUENCE in advance and obtain necessary access equipment to accomplish the work
- E. INSPECT ALL EQUIPMENT BEFORE USING. Never use any equipment that is damaged or defective on any way. Mark it or tag it as defective. Then remove it from the jobsite.
- F. A SHORING DRAWING, consistent with the shoring manufacturer's recommended safe working loads, shall be prepared by a qualified person (or professional engineer where required) and used on the job site all times.
- G. ERECT, DISMANTLE OR ALTER SHORING only under the supervision of a qualified person.
- H. DO NOT ABUSE OR MISUSE THE SHORING EQUIPMENT.
- I. INSPECT ERECTED SHORING: (a) immediately prior to concrete placement; (b) during concrete placement; (c) while vibrating concrete, and (d) after concrete placement until concrete is set.
- J. NEVER TAKE CHANCES IF IN DOUBT REGARDING THE SAFETY OR USE OF THE SHORING, CONSULT YOUR SHORING SUPPLIER.
- K. USE SHORING EQUIPMENT only for the purposes or in ways for which it was intended. Use proper tools when installing equipment.
- L. ERECTING AND DISMANTLING OF SHORING requires good physical condition. Do not work on shoring if you feel dizzy, unsteady in any way or are impaired in any way by drugs or any other substance.

**II. GUIDELINES FOR ERECTION AND USE OF SHORING**

- A. PROVIDE AND MAINTAIN A SOLID FOOTING. The sills or cribbing for shoring shall be sound, rigid and capable of carrying the maximum designed load without setting or moving.
- B. ALWAYS USE BASEPLATES. When sills or cribbing are used, base plates must be centered on them.
- C. ADJUSTING SCREWS SHALL BE USED to adjust to uneven grade conditions. Maintain all screw adjustments within the recommended height for the design load.
- D. PLUMB AND LEVEL ALL SHORING FRAMES AND SINGLE POST SHORES as the erection proceeds. DO NOT force braces on frames. Level the shoring towers until proper fit can be made. Maintain all shoring towers plumb and level.
- E. MAINTAIN THE SHORE FRAME SPACINGS AND TOWER HEIGHTS as shown on the shoring drawing. Where job site conditions require deviations from the shoring drawing, consult a qualified person.
- F. SINGLE POST SHORES SHALL BE STABILIZED IN TWO DIRECTIONS. Bracing shall be installed as the shores are being erected.
- G. SINGLE POST SHORES MORE THAN ONE TIER HIGH shall NOT be made during concrete placement.
- I. IF MOTORIZED CONCRETE EQUIPMENT is to be used, be sure that the shoring layout has been designed for use with this equipment and so noted on the layout, or drawing.
- J. USE CAUTION WHEN ERECTING FREE-STANDING TOWERS. Prevent tipping by guying or bracing when height exceeds 4 times the minimum base dimension and at lesser heights when stability is a concern.
- K. GIVE SPECIAL CONSIDERATION TO TEMPORARY LOADING. Areas where re-bar, material or equipment is to be stored temporarily may need to be strengthened to meet these loads.
- L. DO NOT CLIMB CROSS BRACES.
- M. USE SPECIAL PRECAUTIONS when shoring from or to sloped surfaces.
- N. SHORING LOADS ARE INTENDED TO BE CARRIED BY VERTICAL LEGS. Loading of horizontal members may require special consideration. Consult your shoring supplier for allowable loads on horizontal members.
- O. AVOID ECCENTRIC (OFF CENTER) LOADS on U-Heads, top plates and similar members by centering stringer loads on those members.

**III. GUIDELINES FOR DISMANTLING SHORING**

- A. DO NOT REMOVE BRACES OR BACK OFF ON ADJUSTMENT SCREWS OR POST SHORES until proper authority is given.
  - B. DISMANTLED EQUIPMENT should be stockpiled in a planned manner and distributed to avoid concentrated loads on the partially cured concrete.
  - C. USE PROPER ACCESS EQUIPMENT in the dismantling process.
- IV. RESHORING PROCEDURE should be approved by a qualified engineer.

**GIVE TO SCAFFOLD ERECTOR & USER OR POST ON JOB CODE OF SAFE PRACTICES FOR MINIMUM GUIDELINES FOR SELECTION, VISUAL INSPECTION AND USE OF WOOD SCAFFOLD PLANK 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 employers and users to read and comply with the following common sense guidelines which are designed to promote safety in the use of wood scaffold planks. These guidelines are not all-inclusive nor do they supplant or replace other additional safety and precautionary measures to cover usual or unusual conditions. If these guidelines conflict in any way with any state, local, provincial or federal statute or governmental regulation, said statute or regulation shall supersede these guidelines and it shall be the responsibility of each user to comply therewith.

Wood scaffold planks are critical element of any properly erected scaffold structure because they are the surface upon which a worker will stand at an elevated location. Wood by its very nature cannot tolerate abuse. Care must be exercised when handling and using wood planks to avoid damage. In addition, frequent visual inspections will reduce the risk of using damaged planks. The following are general guidelines and it shall be the responsibility of each user to comply therewith.

**A. SELECTION**

1. Some factors affecting selection of planks are (a) type of work to be performed, (b) environmental factors, (c) loads that will be imposed on the planks, and (d) spans on which the planks will be used.
2. When selecting solid sawn scaffold planks be sure they are "scaffold grade plank" and are certified by , or bear the grade stamp of , a grading agency approved by the American Lumber Standards Committee at the time of initial purchase.

**B. VISUAL INSPECTION**

1. Inspect all scaffold planks before and after each use , or more frequently If exposed to hostile environments or over loading.
2. Planks that have been damaged or have deteriorated due to insects, decay, or chemical attack, shall be REMOVE FROM USE with the following exceptions:
  - a. Notched planks, or those containing saw kerfs or cracks, may be cut back to shorter lengths to eliminate the hazard.
  - b. Scaffold planks that contain end splits are not necessarily weakened. Planks with end splits may be contained or reinforced by banding or rodding. Refer to OSHA Directive No. 100-84,3(c).

**C. USE**

1. Use solid sawn scaffold grade planks in accordance with rules of the grading authority applicable to the particular plank you are using and in accordance with the current edition of ANSI A10.8
2. Use manufactured wood scaffold planks in accordance with the load and span tables published by the manufacturer.
3. Follow the "design and use " guidelines set forth in the current edition of ANSI A10.8 and applicable federal, state, provincial and local standards.

Since field conditions vary, beyond the control of the Scaffold Industry Association, safe and proper use of wood scaffold planks shall be the sole responsibility of the employer and user. If a scaffold plank shows signs of damage, or if the plank has been subject to conditions that might have caused damage, and after careful inspection you are still in doubt about its strength, DON'T USE IT!