

# CHECKLIST | CONSTRUCTION SCAFFOLDING SAFETY

Presented by Robison & Co Ltd

Inspector Name:	For:
Inspector Signature:	Date:

To ensure the safe and proper use of scaffolding on your job site, utilise this checklist to review your safe scaffolding procedures, including set up, training and use, and fall protection system safety procedures.

GENERAL REQUIREMENTS	COMPLETED
Employers are required to ensure that all work at height (even at under 2 metres) is properly planned and organised, those involved with the work at height are competent, that the risks have been assessed and properly controlled with appropriate work equipment, and that the equipment is properly inspected and maintained. Remember, always avoid working at height when possible.	<input type="checkbox"/>
Fall protection can consist of personal fall arrest systems, guardrail systems and working platforms to just name a few.	<input type="checkbox"/>
For construction work, handrails should have a minimum height of 950 millimetres. Any gap between the top rail and intermediate rails should not exceed 470 millimetres.	<input type="checkbox"/>
Scaffolds are to be erected, moved, dismantled or altered only under the supervision of a competent person that is qualified in such activities.	<input type="checkbox"/>
All scaffolding should follow a generally recognised standard configuration. Examples are the National Access and Scaffolding Contractors (NASCC) guide or the manufactures guidance for system handrails. If scaffolds, due to complexity or size, cannot follow these established configurations, they should be designed in accordance to BS EN 12811 or based on fundamental engineering principles.	<input type="checkbox"/>

SETUP	COMPLETED
The scaffold must be erected only under the direction of a competent person(s).	<input type="checkbox"/>
Employees involved with scaffold set up must wear hard hats.	<input type="checkbox"/>
Scaffold should be level, and footings should be sound and rigid. Do not set footings on soft or frozen ground (that could melt), or on blocks.	<input type="checkbox"/>
Verify the capacity—the scaffold must be able to hold four times its maximum intended load.	<input type="checkbox"/>
The platform should be complete from front to back and side to side. It must be fully planked or decked, with no gaps greater than 2.5 centimetres.	<input type="checkbox"/>
Provide guardrails and toe boards on all open sides.	<input type="checkbox"/>
When erection is completed, wheels and/or castors should be in a locked position.	<input type="checkbox"/>
Ensure all sections are pinned or appropriately secured.	<input type="checkbox"/>
Provide a safe way for workers to get on and off the scaffold without climbing on cross braces.	<input type="checkbox"/>
Scaffold must meet electrical safety clearance distances (no overhead obstructions or electric lines near the scaffold assembly).	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at Robison & Co Ltd or legal counsel to address possible compliance requirements. © 2013, 2014-2015 Zywave, Inc. All rights reserved.*

TRAINING AND USE	COMPLETED
Provide training by a competent person to all employees involved in erecting, dismantling, repairing, inspecting and/or working on scaffolds. Training should focus on training workers to recognise the hazards associated with scaffolding activities.	<input type="checkbox"/>
Require employees to inspect the scaffolding before each work shift.	<input type="checkbox"/>
Hardhats must be worn by workers on and around the scaffold.	<input type="checkbox"/>
Verify scaffold loads, including tools and other equipment, are kept to a minimum and materials are removed when the scaffold is not in use.	<input type="checkbox"/>
Ensure employees are removed from scaffolds during high winds or bad weather.	<input type="checkbox"/>
Before moving a scaffold, secure all materials and vacate workers from the platform.	<input type="checkbox"/>
Hoist up all heavy tools, equipment and other supplies rather than carrying up by hand.	<input type="checkbox"/>
When a scaffold is not in use, it shall be marked with warning signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and access should be physically prevented.	<input type="checkbox"/>

FALL PROTECTION – FALL-ARREST SYSTEMS	COMPLETED
In addition to meeting general scaffolding requirements, personal fall-arrest systems used on scaffolds must be attached by lanyard to a vertical lifeline, horizontal lifeline or scaffold structural member.	<input type="checkbox"/>
When vertical lifelines are used, they must be fastened to a fixed safe point of anchorage, independent of the scaffold, and be protected from sharp edges and abrasion. Safe points of anchorage include structural members of buildings, but not standpipes, vents or electrical conduit, which may give way under the force of a fall.	<input type="checkbox"/>
Be aware that it is dangerous and therefore impermissible for two or more vertical lifelines to be attached to each other, or to the same point of anchorage.	<input type="checkbox"/>
When horizontal lifelines are used, ensure they are secured to two or more structural members of the scaffold.	<input type="checkbox"/>