

SAFE JOB PROCEDURE

ERECTING SCAFFOLDS AND SAFE USE OF SCAFFOLDS

ERECTING SCAFFOLDS

1. Review the area to ensure there are no hazards present.
2. Confirm the scaffold requirements and lay out all the components required.
3. Appropriate PPE must be worn to provide maximum protection (hard hat, safety boots, work gloves).
4. Check all parts to ensure they are in good *working* order (brakes on wheels, stacking pins, platforms, welds on support rails and bars).
5. Ensure castors are securely in place on the ladder side of the scaffold.
6. Place the ladder on its side with holes facing in. Squeeze handle on truss and align pin with the holes in the ladder. Release handle and **make use the pin snaps completely inside ladder holes**. Leave partially assembled unit on floor.
7. Position remaining ladder side component under other end of truss. Squeeze handle and line up with same height adjustment hole as the other ladder. Release handle and **make sure it snaps completely inside the ladder holes**.
8. Hold partially assembled unit by the truss and stand upright. Attach second truss as described in steps 6 and 7, making sure to position truss at the same height as the first.
9. Place plywood platform onto both sides of the truss flanges. Make sure it is sitting flat all around.
10. When scaffolds are being erected that are two or more towers high, there must always be 2 staff involved in the assembly.

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SAFE USE OF SCAFFOLDS

1. Always store scaffold in a dry area
2. Insure ease of assembly through regular lubrication of handle mechanism using standard lubricating oil.
3. Inspect scaffold to ensure it has been assembled correctly, as per Safe Job Procedure “Erecting Scaffolds” and that all parts are in good working order.
 - Make sure units are free from wet paint, mud, grease or other slippery materials
 - Do not use if damaged or missing parts. If this is the case, tag the scaffold for repairs or discard.
 - Discard if exposed to fire or chemicals.
4. Appropriate PPE must be worn to provide maximum protection (hard hats, safety boots, work gloves).
5. Never overload scaffold – total combined weight of man and materials must not be greater than load rating for scaffold. Do not exceed 1000 lbs.450 kg. on single or stacked units.
6. Ensure brakes are in place before mounting.
7. Mount platform by climbing rungs and climbing over top of the end frame. Do not swing around end frame to reach platform. Never climb onto a scaffold from a ladder.
8. Never use scaffold where contact made be made with electricity.
9. Do not overreach, move scaffold instead.
10. Never use ladders or other devices on scaffold to gain greater height.
11. Never move scaffold with anyone on platform or ladders.
12. Move scaffold by getting down, releasing brakes and moving it. Do not attempt to move while on platform through body movement (and lack of brakes in place)