



Your safety and success are important to us. Please print this safety guideline, read carefully and if you have any questions or concerns, please ask for assistance. We are here to serve you.

## **SCAFFOLDING SAFETY GUIDELINE**

The purpose of a working scaffold is to provide a safe place of work with safe access suitable for the work being done. Most work related injuries happen when workers are working from a height of 1.5 - 2 meters. It is important to always use properly installed scaffolding. Failure to understand and comply with all applicable safety requirements, regulations and these safety guidelines before installing, using or dismantling scaffolding can result in serious injury or death. This purpose of this guideline is prevent accidents at work from happening.



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## **Site Preparation Prior to Installation**

- Inspect entire job site to determine ground conditions or strength of supporting structure, and for proximity of electric power lines, overhead obstructions, wind conditions, the need for overhead protection or weather protection coverings. These conditions must be evaluated, anticipated, and accommodated.
- A qualified person must analyze, calculate and consider the total loads to be imposed on the scaffolding and the strength of the supporting soil to determine frame spacing and base plates. Load carrying information on components are available from the manufacturer.
- Stationary scaffolds over 40 meters in height and rolling scaffolds over 18 meters in height must be designed by a professional construction engineer.
- All equipment must be inspected to see that it is in good condition. Damaged or deteriorated equipment should be reported and replaced.
- Wood planks used for scaffolding must be specifically graded for scaffold use. Inspect wood plank to see that it is sound and in good condition, straight grained, free from nails, saw cuts, splits and holes. (Not all species and grades of lumber can be used as scaffold plank.).
- The scaffold assembly must be designed to comply with safety requirements set by the country in question.

## **Fixed Scaffold Installation**

- Scaffold can be installed, moved, or disassembled only by and under the supervision of qualified persons. Hard hats must be worn by all persons erecting, moving, dismantling or using scaffolding.
- Base plates must be adequate size to distribute the loads on the scaffolding to the soil or supporting structure. Base plates should be leveled and in full contact with the supporting surface. Special care needs to be taken when scaffolding is to be installed on soft ground or on frozen ground.
- Base plates must be in firm contact with the legs of the scaffolding. Compensate for uneven ground with base plates that have adjustable height. **DO NOT USE** unstable objects such as blocks, loose bricks, etc.
- Plumb and level scaffold until connections can be made with ease. Do not force members to fit. Be sure scaffold stays level and plumb as installation progresses.
- Ties, bracing and outriggers may be needed to ensure a safe stable scaffold assembly. The height of the scaffold in relation to the minimum base width, wind loads, the use of brackets and scaffold loads determines the need for stability bracing.
- Scaffolding must always be secured when the height of the scaffold exceeds for 4 times the minimum base width.
- The bottom tie must be placed no higher than four times the minimum base width and every 6 meter vertically thereafter. The top tie should be placed as close to the top of the scaffold as possible.
- Vertical ties should be placed at the ends of scaffold runs and at no more than 10 meter horizontal intervals in between.
- Ties should be installed as the installation progresses and not removed until the scaffold is dismantled to that height.
- Side brackets (or similar things) and wind conditions introduce overturning and uplift forces that must be considered and compensated. These assemblies may require additional bracing or tying.
- Circular scaffolds installed completely around or within a structure may be restrained from tipping by the use of "stand off" bracing members.
- Work platforms must be fully planked either with scaffold graded solid sawn or laminated plank or with fabricated platforms in good condition.
- Each plank must overlap the support by a minimum of 15 centimeters. Plank should not extend beyond the support by more than 45 centimeters. Such overhangs should be separated from the work platform by guard-railing so that they cannot be walked on.
- Plank on continuous runs must extend over the supports and overlap each other by at least 30 centimeters.

## **KAS-Scaffolding - Fast Then. Fast Now.**

*More than 20 years of fast deliveries.*

- Scaffold planks, should never exceed 3 meters. Loads on plank should be evenly distributed and not exceed the allowable loads for the type of plank being used. No more than one person should stand on an individual plank at one time.
- Planks and/or platforms should be secured to scaffolding when necessary to prevent uplift of displacement because of high winds or other job conditions.
- Both top and midrail guardrails are required and must be used on all open sides and ends of scaffold platforms.
- Toeboards are required whenever people are required to work or pass under or around the scaffold platform.
- Access must be provided to all work platforms. If it is not available from the structure, access ladders or frames with built-in ladders stairways must be provided.
- Side and end brackets are designed to support people only. Materials should never be placed on cantilevered platforms unless the assembly has been designed to support material loads by a qualified person.
- Check the installed scaffolding before you allow people to use it. A qualified person must thoroughly inspect the completed assembly to see that it complies with all safety codes, nuts and bolts are tightened, it is level and plumb, base plates are in firm contact with the scaffold legs, bracing is in place and connected, platforms are solid, guardrails in place, safe access is provided, that it is properly tied and that there are no overhead obstructions or electric lines close to the scaffold.

## **Rolling Scaffold Installation**

- Height of the tower must not exceed four 4 times the minimum base dimension. Outrigger frames or outrigger units on both sides of the tower may be used to increase base width dimension when necessary.
- All wheels must be secured to frame legs or screwjacks with a nut and bolt or other secure means. Total weight of tower should not exceed the capacity of the wheels.
- Screwjacks must not be extended more than 30 centimeters above wheelbase. Tower must be kept level and plumb at all times.
- Horizontal/diagonal bracing must be used at the bottom and top of tower and at intermediate levels of 6 meters.
- All frames must be fully cross-braced.
- Only prefabricated platforms should be used.
- Wheels must be locked at all times the scaffold is not being moved.

## **Use Of Scaffold - All Scaffold**

- Inspect the scaffold assembly before each use to see that it is assembled correctly, that it is level and plumb, base plates are in firm contact with the legs, bracing is in place and connected, platforms are solid, guardrails in place, safe access is provided, that it is properly tied and/or guyed and that there are no overhead obstructions or electric lines close to the scaffold. Make sure there is an "approved for work" - clearance card attached to the scaffolding.
- Use only the safe means of access that is provided. Do not climb bracing or frames not specifically designed for climbing. If such access is not provided, insist that it be provided.
- Climb Safely
- Face the rungs as you climb up or down.
- Use both hands.
- Do not try to carry materials while you climb.
- Be sure of your footing and balance before you let go with your hands. Keep one hand firmly on frame or ladder at all times.
- Do not work on slippery rungs to avoid slipping.
- Do not overload platforms with materials. Maximum platform weight can be found on the "approved for work" - clearance card.
- Working heights should not be extended by planking guardrails or by use of boxes or ladders on scaffold platforms.
- Do not remove any component of a completed scaffold assembly except under the supervision of a qualified person. Any component that has been removed should be immediately replaced.



## **Use Of Scaffold - Rolling Scaffold**

All of the above precautions plus:

- Do not ride on scaffold when it is being moved. No personnel should be on the tower while it is being moved.
- Lock all wheels before getting on the tower.
- Work only within the platform area: do not try to extend overhead work area by reaching out over guard railing.
- Do not bridge between two rolling towers with plank or stages.
- Secure all materials before moving scaffolds.
- Be sure floor surface is clear of obstructions or holes before moving scaffold.
- Be sure there are no overhead obstructions or electric power lines in the path of rolling scaffold.
- Rolling towers must only be used on level surfaces.
- Move rolling towers by pushing at the base level only. Do not pull from the top.

## **Installation Checklist**

- Is the scaffold being installed under the direction of a competent person?
- Are all employees involved with (or near) the scaffold wearing hard hats?
- Are footings sound and rigid - not set on soft ground, frozen ground (that could melt), or resting on blocks?
- Is the scaffold leveled?
- Are wheels locked?
- Is the scaffold able to hold four times its maximum intended load?
- Is the platform complete front to back and side to side (fully planked or decked, with no gaps)?
- Are guardrails and toeboards in place on all open sides?
- Are all sections pinned or appropriately secured?
- Is there a safe way to get on and off the scaffold, such as a ladder (without climbing on crossbraces)?
- Does the scaffold meet electrical safety clearance distances?



## **Checklist Before Usage**

- Is the scaffold inspected by a competent person before being put in use?
- If the scaffold is over 3 meters high, is personal fall protection provided, or are guardrails over 1 meters high?
- Are hardhats worn by workers on and around the scaffold?
- Are scaffold loads (including tools and other equipment) kept to a minimum and removed when the scaffold is not in use (like at the end of a day)?
- Are employees removed from scaffolds during high winds, rain, snow, or bad weather?
- Are materials secured before moving a scaffold?
- Are employees removed from the scaffold before they are moved?
- Are heavy tools, equipment, and supplies hoisted up (rather than carried up by hand)?