Basic Requirements

- The working edge of the scaffold will be placed no more than 14 inches from the front of the building or structure.
- Platforms will extend over the end supports by at least 6 inches, and not more than 12 inches, unless cleated or restrained.
- All components that are supplied by the manufacturer will be used unless they are parts specifically designed for optional uses and are not being used at the time.
- All parts, including casters, pipes/poles, rails, toe boards, platforms, cams, locking pins and all connection devices must be inspected and found to be in good condition prior to each use. See Appendix C.
- A workplace inspection will be conducted by a scaffold competent person and documented prior and during the erection of the scaffolding, as well as prior to each use. Example inspection checklists follow.
- Guardrails are to be placed between 36 and 45 inches high and placed at the open ends and sides of the platform, and must be able to withstand a force of 200 pounds. Midrails will be placed halfway between the toprail and the toeboard. Toeboards must be in place where employees working below are exposed to falling objects.
- Cross bracing and railings should not be used as a means of climbing to or accessing the platform. Workers will only use the installed ladders.
- For mobile scaffolds, the caster wheels must be locked and all locking pins in place prior to use.
- Fall protection systems are required when employees erect and disassemble scaffolding.
- Hard hats shall be worn at all times while working on or around scaffolding.
Component Inspection
All scaffold components will be inspected before use.

☐ Frame posts in good condition
☐ Runner poles in good condition
☐ Bearer poles in good condition
☐ Cross bracing poles in good condition
☐ Horizontal poles in good condition
   Panel guard rails in good condition
     • Top rail
     • Mid rail
     • Uprights
     • Toe kicks
☐ Connector clamps
☐ Locking pins
☐ Base plates
☐ Casters with locking equipment
☐ Climbing ladders
☐ Climbing ladder brackets
☐ Outrigger brackets (if applicable)
☐ Outriggers (if applicable)
☐ Planking (solid treated lumber, LVL, metal, etc.)

Additional components:
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•
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Additional accessories added:
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Comments
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_____________________________________________________________________________________
______________________________________________________________________________
Worksite Inspection

Date _______________ Department _________________________ Inspector _________________________

☐ Is scaffold equipment inspection complete?
☐ No electrical within 10 feet (or insulation if <300 V)
☐ No overhead obstruction
☐ Scaffold grounded if powered equipment is used
☐ Only trained personnel erecting or using scaffolding
☐ Ground or floor is providing adequate support
☐ Ground or floor flat and level, or adjustments have been made
☐ Area around base is cordoned off
☐ If casters are used, they are locked
☐ Base plates are in place and secured
☐ Each frame and panel is braced by:
  • Horizontal bracing
  • Cross bracing
  • Diagonal bracing
☐ Diagonal and cross bracing is used near bottom and every 20 feet
☐ All bracing connections and couplers are secured
☐ All vertical post connections and couplers are secured
☐ All locking pins and locking mechanisms are in place and engaged
☐ All posts are plumb and planking is level
☐ All planking overhangs the ends by 6-12 inches
☐ All 4:1 sections properly secured (when height exceeds four times the width)
  • Tied to wall or fixed surface
  • Guyed
  • Outriggers used
  • Other effective restraints used
☐ A means of access to all platforms is provided (e.g. ladder)
☐ No climbing of cross bracing, horizontal or diagonal parts is necessary
☐ No homemade or makeshift devices used
☐ No additional ladders or devices used to gain height on platforms
☐ Erected scaffolding reaches safe working height
☐ Weight capacity of the scaffold system will not be exceeded

Comments
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