

Job Name \_\_\_\_\_ Job # \_\_\_\_\_ Date 6/27/19

## Toolbox Talk: Scaffolds Erection and Use

### When Erecting a Scaffold

- Use footings that are level, sound, rigid and capable of supporting the load without settlement or displacement.
- Plumb and brace poles, legs, posts, frames, and uprights to prevent swaying and displacement.
- Position the first level of bracing as close to the base as possible.
- Plumb and level the scaffold as it is being erected.
- Fasten all couplers and/or connections securely before assembling the next level.
- Install guys, ties, and braces according to the manufacturer's recommendations.
- Do not intermix scaffold components from different manufacturers, unless you can do so while maintaining the scaffold's structural integrity.
- When platform units are abutted together to create a long platform, each abutted end must rest on a separate support surface.
- Once erected, provide toe boards on all railed sides to prevent falling object hazards.

### When Using a Scaffold

- Make sure that a competent person inspects the scaffold before each work shift.
- If during the inspection a defect or damage to the scaffold is discovered, the scaffold must be tagged out and not used until repairs are made. Attach tags at the access point to the scaffold.

One common tagging system uses the following tags:

**Red tag** indicates: unsafe, do not use.

**Green tag** indicates: ready to use.

- Use scaffolds according to the manufacturer's instructions.
- Never load a scaffold beyond its maximum intended load or rated capacity.
- Do not use makeshift methods to increase the working height of the scaffold platform, such as with ladders, buckets or blocks.
- Employees must not work on platforms covered with snow, ice, or other slippery material.
- The employer must provide suitable access to and between scaffolds, such as portable ladders, hook-on ladders, attachable ladders and stairway-type ladders.

### When Dismantling a Scaffold

Check to ensure that the scaffold has not been structurally altered in a way which would make it unsafe. Before beginning dismantling procedures, reconstruct and/or stabilize the scaffold as necessary.

### Training Workers

Only trained and authorized persons should be allowed to use a scaffold. This training must be provided by a qualified person who understands the hazards associated with the type of scaffold being used and who knows the procedures to control or minimize those hazards. Training must include how to safely:

- Use the scaffold, handle materials on the scaffold and determine the maximum load limits when handling materials.
- Recognize and avoid scaffolding hazards such as electric shock, falls from heights, and being hit by falling objects.
- Erect, maintain and disassemble fall and falling object protection systems.

Please be sure to sign your name to the training certification form.

