



SCAFFOLD SAFETY CHECKLIST

(To be completed by a "Competent Person")

COMPETENT PERSON (PRINT):		SIGNATURE:		
SITE LOCATION:	DATE:	TIME:	ENVIRONMENT:	

DESIGN & CONSTRUCTION REQUIREMENTS – ALL SCAFFOLDS	Yes	No	N/A	CORRECTIVE ACTION:
1. Is the scaffold designed and constructed in accordance with the manufacturer's requirements, and under the direction of a Competent Person?				
2. The scaffold is erect on sound, rigid footing, and each scaffold component will support, without failure, at least 4 times the maximum intended load?				
3. Is each working level fully planked or decked between the front uprights and the guardrail supports with gaps no more than 1-inch wide?				
4. Where 1-inch gaps are not feasible, is each gap no more than 9-inches wide?				
5. Are all scaffold platforms of the "approved" type, and at least 18-inches wide?				
6. Scaffold is 14-inches or less from the face of work surface?				
7. Are all platform units cleated, restrained by hooks or equivalent means?				
8. Do platforms 10 feet <u>or less</u> in length extend over the centerline of its end support by at least 6-inches, but no more than 12-inches?				
9. Do platforms 10 feet <u>or more</u> in length extend over the centerline of its end support no more than 18-inches?				
10. Do abutted planks rest on separate support surfaces?				
11. Where planks overlap to form a long platform, does the overlap occur over supports: By at least 12-inches, or secured to prevent movement (i.e. nailed together)?				
12. Where a platform changes direction, is the platform that rests on a bearer (other than a 90-degree angle) laid first?				
13. Is the top and bottom surface of each plank visible and free from paint and other opaque finishes?				
14. Are unstable objects prohibited for supporting scaffolds and platform units, and for use as work platforms?				
15. If scaffold components of different manufacturers and dissimilar metals are used, do they fit together without force, and has the Competent Person determined the scaffold's structural integrity is maintained and safe for use?				

ACCESS REQUIREMENTS – ALL SCAFFOLDS	Yes	No	N/A	CORRECTIVE ACTION:
16. Do ladders, stairs, ramps or walkways provide safe access to all platforms that are more than 2 feet above or below the point of access?				
17. Are cross-braces prohibited as a means of access, unless the scaffold has been designed and engineered for such a purpose?				
18. Are portable, hook-on, or attachable ladders positioned to not cause the scaffold to tip-over?				
19. If hook-on or attachable ladders are used, is the bottom rung less than 24-inches above the supporting surface?				
20. For direct access between two surfaces, is the distance no more than 14-inches horizontal, and 24-inches vertical?				
USE REQUIREMENTS – ALL SCAFFOLDS	Yes	No	N/A	CORRECTIVE ACTION:
21. Are scaffolds and components loaded <u>below</u> their maximum rated load capacities?				
22. Has any damaged part(s) or component(s) of the scaffold been immediately repaired, replaced or removed from service until repaired?				
23. Is the movement of the occupied scaffold prohibited?				
24. Is each walking/working surface free of tools, materials, debris, or any other potential slip/trip/fall hazards?				
25. Is the use of makeshift devices, or ladders, to increase the working level height prohibited?				
26. Is work on scaffolds during storms or high winds prohibited, unless workers are protected by personal fall arrest systems or wind screens and determined safe for use by the Competent Person?				
27. Are tag-lines used to control loads being hoisted onto or near scaffolds?				
28. Do scaffolds and all other conductive objects or tools maintain a safe distance of at least 10 feet from any overhead power line or electrical source?				
29. If the scaffold or other conductive objects or tools are within the 10 foot minimum safe distance from overhead power lines or electrical sources, has MMU's Electric Distribution Director or Assistant Director been notified and authorized one of the following: I. De-energize the lines (must be tested to ensure de-energized)? II. Relocate the lines? III. Install protective coverings to prevent accidental contact with the lines?				
FALL PROTECTION – ALL SCAFFOLDS	Yes	No	N/A	CORRECTIVE ACTION:
30. Are workers on scaffolds 4 feet or more in height above a lower level protected from falling?				

FALL PROTECTION CONT'D – ALL SCAFFOLDS	YES	NO	N/A	CORRECTIVE ACTION:
31. Where required, are guardrail systems installed along all open sides and ends of platforms?				
32. Do the guardrail systems meet the criteria defined in the <i>MMU Fall Protection Policy</i> ?				
33. If screens or mesh are installed, do they extend from the top edge of the guardrail to the scaffold platform and along the entire opening between supports?				
34. When used, are personal fall arrest systems attached by an approved safety lanyard to a fixed safe point of anchorage, independent of the scaffold, and protected from sharp edges and abrasions?				
FALLING OBJECT PROTECTION – ALL SCAFFOLDS	YES	NO	N/A	CORRECTIVE ACTION:
35. Are workers working on, below or near a scaffold protected from falling objects by use of hardhats?				
36. Where required, are toe-boards installed along every exposed side, and meet the criteria defined in the <i>MMU Fall Protection Policy</i> ?				
37. Are mesh screens or paneling installed to prevent materials, equipment or other objects on scaffolds that could potentially fall between the guardrails and/or toe-board systems to the area(s) below?				
38. When objects or equipment are too large, heavy or massive to be contained or deflected, are they moved and secured away from the edge of the surface to prevent their falling?				
39. Is the area below the scaffold barricaded to keep other non-scaffold work-related personnel from entering the work zone?				