


TRAINING GUIDE

SCAFFOLDS



Before you begin the meeting...

- Does this topic relate to the work the crew is doing? If not, choose another topic.
- Did you read this Training Guide and fill in the blanks where the  appears? (To find the information you need, look over the Safety Walkaround Checklist for this topic.)
- If possible, did you locate a place to hold this meeting with a scaffold nearby? (You may want a scaffold to demonstrate to the crew.)

Begin: Most scaffold injuries happen because the scaffold itself is unsafe. Scaffolds are often set up by another contractor, so we don't have as much control over them as we would like. But no matter who sets up the scaffold, don't work on it if you think there's a problem. Report it to a foreman or supervisor.

Scaffolds are strictly regulated, and today we'll look at some of the rules for building a safe scaffold and working on it safely. Keep in mind that you should never use unstable objects like stilts, bricks, blocks, or loose tile as a substitute for a scaffold. And some kinds of scaffolds are outlawed—like shore scaffolds, lean-to scaffolds, and jack scaffolds. Don't take a chance on a scaffold that won't do the job!

You or a crew member may want to add a personal story about scaffolds.

Next, discuss with the crew where scaffolds will be used at this particular job site:



ASK THE CREW THESE QUESTIONS:

After each question, give the crew time to suggest possible answers. Use the information following each question to add points no one mentions.

1. When a scaffold is built, moved, dismantled, or altered, the Occupational Safety and Health Administration (OSHA) says that a competent supervisor must oversee the work. The people we have who are qualified to supervise a scaffolding operation are:



Give the names: _____

If you're not sure a scaffold is safe, talk to a supervisor, the qualified person, or other site safety staff.



2. OSHA says scaffolds must be built to meet certain standards. Do you know any of the specifications for scaffolds?

(If possible:) Using a nearby scaffold, demonstrate the requirements below as the crew mentions them.

- If a scaffold is 10 ft or higher, it must have standard **guardrails** on its open sides and ends. *(Guardrails are covered in more detail in a separate Training Guide.)*
- If people work or pass below, the scaffold must have **toeboards** at least 4 in. high to keep tools and debris from falling on them.
- The scaffold must be **tied off** using wire, synthetic, or fiber rope. Begin tying off as the scaffold is built. Improper tying off is one of the main reasons for scaffold accidents.

3. Do you know any of the requirements for platforms on a scaffold?

(If possible:) Still using the nearby scaffold, demonstrate the requirements below as the crew mentions them.

- They must be planked solid, without openings or gaps. (Standard planking is a minimum 10 in.)
- They must be able to support the intended load.
- They must not slope or be slippery.
- If people are working overhead, platforms must be protected from objects falling from above.

4. Any special rules for rolling scaffolds?

- Always lock or block the wheels before anyone gets on.
- After you move a rolling scaffold, check and adjust it to make sure it's still plumb.
- Always get off before the scaffold is moved, even if only a few feet.
- Don't extend adjusting screws all the way.
- Use horizontal cross bracing to protect against skew.

5. Is it OK for heavy and light trades to work from the same scaffold?

- Heavy and light trades have different requirements:
 - Light trades **may** work from heavy trade scaffolds.
 - Heavy trades **may not** work from light trade scaffolds.

6. What is the right way to get on and off a scaffold?

- Use a ladder to go up to the working platform and to get down.
- Make sure the ladder is secured to the scaffold.
- Never jump from a scaffold.

OSHA Regulations

Explain: Most of the safety measures we've talked about are required by OSHA. We have to take these precautions—it's the law. I have a Checklist of the OSHA regulations on scaffolds. If you'd like to know more, see me after the meeting.



Company Rules

(Only if applicable.) In addition to the OSHA regulations, we have some company rules about scaffolds.



Discuss company rules: _____

Comments from the Crew

Ask: Do you have any other concerns about scaffolds? Do you see any problems on our job? *(Let the steward answer first, if there is one.)*

What about other jobs you've worked on? Have you had any experience with scaffolds that might help us work more safely on this job?



GENERAL SAFETY DISCUSSION

This is a time to discuss all safety concerns, not just today's topic. Keep your notes on this page before, during, and after the safety meeting.

Are you aware of any hazards from other crews? *Point out any hazards other crews are creating that this crew should know about. Tell the crew what you intend to do about those hazards.*

Do we have any old business? *Discuss past issues/problems. Report progress of investigations and action taken.*

Any new business? Any accidents/near misses/complaints? *Discuss accidents, near misses, and complaints that have happened since the last safety meeting. Also recognize the safety contributions made by members of the crew.*

Please remember, we want to hear from you about any health and safety issues that come up. If we don't know about problems, we can't take action to fix them.

To complete the training session:

- Circulate Sign-Off Form.*
- Assign one or more crew members to help with next safety meeting.*
- Refer action items for follow-up. (Use the sample **Hazard Report Form** in the Reference Section of this binder, or your company's own form.)*



