SEC

Sectional Scaffolds
Safety Guidelines

Scaffold safety is everyone's responsibility. Everyone's safety depends upon the design, erection, use and dismantling of scaffold by **Competent Persons only**. Inspect your scaffold before each use to see that the assembly has not been altered and is safe for your use.

WARNING
SERIOUS INJURY OR DEATH CAN RESULT FROM YOUR FAILURE TO FAMILIARIZE YOURSELF AND COMPLY WITH ALL APPLICABLE SAFETY REQUIREMENTS OF FEDERAL, STATE, PROVINCIAL AND LOCAL REGULATIONS AND THESE SAFETY GUIDELINES BEFORE ERECTING, USING OR DISMANTLING THIS SCAFFOLD.

Safety must come first!

Safway® equipment is designed and manufactured with the user in mind. The safety that goes into each piece of equipment, however, cannot offset carelessness on the part of the erector or the user. **Follow these safety guidelines in order to prevent injury** to the users of Safway equipment.

Scaffold design must include analysis of load carrying members by properly qualified personnel. Safway component load capacity and weight information is available from Safway. Scaffolds must be erected, used, moved and disassembled only under the supervision of Competent Persons.

I. Erection Of Sectional Scaffolds

A. Prior To Erection - All Scaffold Assemblies

1. Job site must be inspected to determine ground conditions, strength of supporting structure, fall arrest anchor points, proximity of electric power lines, overhead obstructions, wind conditions, and the need for overhead or weather protection. These conditions must be evaluated and adequately addressed.
2. Frame spacing and sill size can only be determined after the total loads to be imposed on the scaffold and the weight of the scaffold have been calculated.
3. Stationary scaffolds more than 125 ft. in height must be designed by a professional engineer.
4. All equipment must be inspected to see that it is in good condition and is serviceable. Damaged or deteriorated equipment must not be used.

WARNING
NOT ALL SPECIES AND GRADES OF LUMBER CAN BE USED AS SCAFFOLD PLANK. WOOD PLANKS USED FOR SCAFFOLDS MUST BE GRADED AS SCAFFOLD PLANK BY AN APPROVED GRADING AGENCY OR SPECIFICALLY MANUFACTURED FOR SCAFFOLD USE.

5. Scaffold plank must be inspected to see that it is graded as scaffold plank, is sound and in good condition, and is free from saw cuts, cracks, notches, splits, delaminations and holes.
6. A fully qualified and Competent Person can deviate from these guidelines only if it can be shown that the resulting scaffold design complies with applicable codes and generally accepted scaffold engineering practices.
7. The scaffold assembly must be designed to comply with federal, state, provincial and local requirements.

B. Erection Of Fixed Scaffold

WARNING
FALL ARREST EQUIPMENT ATTACHED TO SCAFFOLD MAY NOT PREVENT SERIOUS INJURY OR DEATH IF A FALL OCCURS.

Scaffold must be erected, moved or disassembled only under the supervision of Competent Persons. Safety equipment including safety glasses and hard hats must be worn by all persons erecting, moving, dismantling or using scaffolds.

1. All scaffold legs require the use of a base plate **and** a mudsill or other adequate firm foundation. Base plates must be in firm contact with the sills/foundation and frame legs and should be centered on the sills. Be especially careful when scaffolds are to be erected on soft or frozen ground. Any part of a building or structure used to support the scaffold must be capable of supporting the load to be applied.
2. Compensate for uneven ground by using screw jacks and base plates, and sills if required by ground conditions. **Do not use** unstable objects such as blocks, loose bricks, and similar objects or materials.
3. Plumb and level scaffold. Be sure scaffold stays plumb and level as erection progresses.
4. Ties, guys, bracing and/or outriggers may be needed to assure a safe, stable scaffold assembly. The height of the scaffold in relation to the minimum base width, wind loads, the use of brackets or cantilevered platforms, and imposed scaffold loads determines the need for sway and stability bracing. The following general guidelines apply:
   a. A scaffold must always be secured when the height of the scaffold exceeds 4 times the minimum base width. See **Footnote 1**.

WARNING
OUTRIGGERS, OR OTHER MEANS, MAY BE USED TO INCREASE THE MINIMUM BASE DIMENSION OF A SCAFFOLD TOWER. THE RESULTING BASE DIMENSION, HOWEVER, MAY NO LONGER BE THE MINIMUM (OR LIMITING) BASE DIMENSION.

   b. Ties must be placed as near as possible to horizontal members. The bottom tie must be placed no higher than 4 times the minimum scaffold base width. Subsequent vertical tie placement will depend upon the scaffold width. Scaffolds 3 ft. and narrower must be tied at vertical intervals no more than 20 ft. apart. Scaffolds wider than 3 ft. must be tied at vertical intervals no more than 26 ft. apart. The uppermost tie should be placed as close to the top as possible and, in no case, more than 4 times the minimum base width from the top. See Footnote 1.
   c. Horizontal ties must be placed at the ends of the scaffold runs and at no more than 30 ft. horizontal intervals in between.
   d. Ties must be installed as the erection progresses and not removed until scaffold is dismantled to that height.
   e. Side brackets, cantilevered platforms, pulleys, hoist arms, enclosed scaffolds, sloped surfaces, and windy conditions introduce overturning and uplift forces which must be considered and compensated for. These situations require additional bracing, tying or guying.
   f. Circular scaffolds erected completely around or within a structure may be restrained from tipping by use of "stand off" bracing members.
   g. A free standing tower must be guyed at the intervals outlined above or otherwise restrained to prevent tipping or overturning.
5. Outrigger frames or outrigger units can be used to increase the minimum base width. If used on a free standing tower, they must be installed on both sides of the tower.
6. Work platforms must be fully decked with platform units in good, sound condition. Platform units may be individual scaffold grade wood planks, fabricated plank, fabricated scaffold decks or fabricated scaffold platforms.
   a. Scaffold platforms and walkways must be at least 18 in. wide.
   b. Each end of each plank must overlap its support by a minimum of 6 in. or be cleated.
   c. Each end of each platform 10 ft. long or less must overhang its supports by no more than 12 in. Each end of each platform longer than 10 ft. must overhang its supports by no more than 18 in. Larger overhangs must be guarded to prevent access to the overhang. Materials must not be stored on overhangs. Do not stand on platform overhangs.
   d. Each plank on a continuous run scaffold must extend over its supports by at least 6 in. and overlap each other by at least 12 in.
   e. Spans of 2 in. by 10 in. nominal scaffold grade plank must never exceed 10 ft. No more than one person must stand on an individual plank at one time. Loads on planks must be evenly distributed and not exceed the allowable loads for type of plank being used.
   f. Secure platform units to scaffold to prevent uplift caused by high winds or other job site conditions. Use latches, if supplied by platform manufacturer, or other suitable means.
7. Guardrails must be used on all open sides and ends of scaffold platforms. Both top and midrails are required. Local codes specify minimum heights where guardrails are required. Use at lower heights if falls can cause injury.
8. Toeboards must be installed whenever people are required to work or pass under a scaffold platform. When materials are to be stacked higher than the toeboard, screening is required from the toeboard or platform to the top guardrail.

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9. Access must be provided to all work platforms. If access is not available from the structure, access ladder units or stairways must be provided. When access ladder units are provided, a rest platform must be installed at vertical intervals of 35 ft. or less. Attachable ladder units must extend at least 3 ft. above platforms. Install access ladder units as scaffold erection progresses.
10. Use fabricated decks or cleated plank to minimize platform interference in access areas.
11. **Do not** store materials on side or end bracket platforms.
12. Cantilevered platforms must be specifically designed for that purpose, the frames pinned to prevent uplift and adequate ties provided to prevent overturning.
13. Materials must never be placed on cantilevered platforms unless the assembly has been designed to support material loads by a qualified person. These types of platforms cause overturning and uplift forces which must be compensated for.
14. After erecting scaffold, be sure screw jacks are in firm contact with frame legs.
15. Special care must be taken when putlogs are used:
    a. Putlogs must only be mounted using putlog hangers, with all bolts and nuts installed and tightened.
    b. Putlogs must overhang their supports by at least 6 in.
    c. Lateral bracing and kneebracing are both required for putlog spans greater than 10 ft.
    d. Putlogs used as side or end brackets require special mountings and special bracing.
16. **Do not** install platforms between free standing towers.
17. Material hoists and derricks should not be mounted on a scaffold unless the scaffold is specifically designed for that purpose.
18. **Check the entire scaffold assembly before use**. Thoroughly inspect the completed assembly to see that it complies with all safety codes, all fasteners are in place and tightened, it is level and plumb, work platforms are fully decked, guardrails are in place, and safe access is provided.

C. Erection Of Rolling Scaffolds

The following additional precautions apply to the erection of rolling towers:

1. Height of the rolling tower must not exceed 4 times its minimum base width, or 40 ft., whichever is lower. See **Footnote 1**.

⚠ WARNING
THE LOAD RATING OF THE CASTERS USED WILL LIMIT THE SIZE, CONFIGURATION, AND LOAD CAPACITY OF THE ROLLING TOWER.

2. Secure all casters to frame legs or screw jacks with a nut and bolt or other secure means.
3. Screw jacks must not increase the height of the scaffold by more than 12 in. Towers must be kept level and plumb at all times.
4. Horizontal diagonal bracing must be used at the bottom and top of rolling towers where the top work platform is more than 9 ft. above the surface. When rolling towers are to be erected higher than 9 ft., the first brace must be no more than 2 ft. above the casters, the others at no greater than 21 ft. intervals above. Fabricated planks with hooks may be used as diagonal braces.
5. All frames must be fully cross-braced.
6. Platform units with hooks, or cleated planks, must be used on rolling towers.

II. Use Of Sectional Scaffolds

A. All Scaffolds

1. Before you use the scaffold, a Competent Person must: inspect the scaffold assembly to be sure it has not been altered, is assembled correctly, is level and plumb, all base plates are in firm contact with sills, all bracing is in place and securely tightened, all platforms are fully decked, all guardrails are in place, safe access is provided, it is properly tied and/or guyed, there are no overhead obstructions, there are no energized electric power lines within 10 ft. of the scaffold assembly, and correct any deficiencies prior to use.
2. Use only proper access. Do not climb cross braces. Do not climb any scaffold component unless it is specifically designed for that purpose. Do not stand on platform overhangs.
3. Climb safely!
    a. Face the rungs as you climb up or down.
    b. Use both hands.
    c. Do not try to carry materials while you climb.
    d. 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.
    e. Clean shoes and rungs to avoid slipping.
4. **Do not** work on slippery platforms.
5. **Do not** overload platforms with materials. Special care must be taken when putlogs are used.
6. **Do not** store materials on platforms supported by putlogs. They are designed for personnel **only**.
7. **Do not** extend working heights by standing on planked guardrails, boxes, ladders or other materials on scaffold platforms.
8. **Do not** loosen, detach or remove any component of a scaffold assembly except under the supervision of a Competent Person. Components that have been removed must be replaced immediately.
9. **Do not** erect scaffold on wagons, trucks or other wheeled vehicles.
10. Stand only within the platform area; do not try to extend work area by leaning out over guardrailing.

B. Use Of Rolling Towers

All of the above precautions plus:

1. **Do not ride manually propelled rolling scaffold. No one must be on a rolling tower while it is being moved.**
2. Lock all casters before getting on a rolling tower. Casters must be locked at all times the scaffold is not being moved.
3. **Do not** bridge between rolling towers.
4. Remove all materials from scaffold before moving a rolling tower.
5. Be sure floor surface is clear of obstructions or holes before moving scaffold.
6. Be sure there are no overhead obstructions or energized electric power lines in the path when moving a rolling tower.
7. Rolling towers must only be used on level surfaces.
8. Move rolling towers from the base level only. **Do not pull or push** from the top.

III. Dismantling Scaffolds

The following additional precautions apply when dismantling a scaffold:

⚠ WARNING
IT MAY BE NECESSARY TO ADD PARTS TO A SCAFFOLD BEFORE IT CAN BE DISMANTLED SAFELY.

1. **Prior to removal or loosening** of any component, consider the effect the removal of the component, or the loosening of a joint, will have on the strength of the remaining assembly.
2. Check to see if scaffold has been altered in any way which would make it unsafe. If so, reconstruct where necessary before beginning the dismantling process.
3. Use only proper access. Do not climb cross braces or vertical members. Do not climb scaffold components unless they are specifically designed for that purpose.
4. Do not remove ties until scaffold above has been removed.
5. Visually inspect each plank to be sure it is supported on both ends and is safe to stand or work on.
6. Do not accumulate removed components or equipment on the scaffold.
7. Lower components in a safe manner as soon as dismantled. Do not throw components off scaffold.
8. Stockpile dismantled equipment in an orderly manner.
9. Remove scaffold components immediately after detaching from scaffold.

Understanding and following these safety guidelines will increase your personal safety and the safety of your fellow workers.

Footnote 1: California and some other states require a height-to-minimum base width ratio of three to one (3:1). Refer to the governing codes for your job location.

Footnote 2: Additional instructions and information are available from Safway regarding:

- Training & software resources
- Competent Person training
- Step-by-step erection and disassembly videos
- Individual & group training CD programs
- Safety guidelines for each product line
- Material management & utilization software
- Equipment estimating & drafting software

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