



# WEEKLY SAFETY MEETING

## SCAFFOLDS

Winger Companies' policy states only employees that are trained in scaffolds are allowed to work on scaffolds. Most of our employees are Scaffold User trained in the safe use of scaffolding on our jobsites. Only employees that have attended Scaffold Erector/Competent Person Training are allowed to assemble and inspect scaffolding.

### General Scaffolding Safety Requirements

- ✚ **WARNING:** Serious injury or death can result from improper use of electrical equipment while performing work activities from scaffold. **ALWAYS** be alert for electrical hazards, maintain minimum clearance distances, and follow safe electrical work practices and procedures.
- ✚ Only trained employees **SHALL** use scaffolding.
- ✚ All scaffolding **MUST** be erected, maintained, and inspected to conform to OSHA standards.
- ✚ Each scaffold **MUST** be inspected and approved by a **competent person prior to use each shift**. This daily inspection **MUST** be documented on the scaffold inspection tag.
  - **RED TAG: DO NOT USE.** The scaffold is either in the process of being erected or dismantled, or it has not passed inspection.
  - **YELLOW TAG: 100% TIE-OFF** is required. The scaffold is safe to work on, but fall protection is required due to missing guardrail components, or other potential fall hazards.
  - **GREEN TAG:** Has all of the required guardrail components and does not require fall protection when working on the scaffold.
- ✚ Any damaged or missing scaffold components **SHALL** be brought to the attention of the competent person who is responsible for the daily inspection of the scaffold. The scaffold **cannot** be used until such deficiencies are corrected.
- ✚ Scaffolds **SHALL** be capable of supporting at least four times the maximum intended load. **DO NOT** overload scaffolds. Materials should be brought up as needed.
- ✚ When the height of scaffolding exceeds four times its minimum base width, it **MUST** be tied back or secured to the structure.
- ✚ There are three different load ratings for scaffolds:
  - **Light Duty** = 25 pounds per square foot on working surface
  - **Medium Duty** = 50 pounds per square foot on working surface
  - **Heavy Duty** = 75 pounds per square foot on working surface
- ✚ Always calculate the duty rating of scaffolds to include employees and expected load weight of materials and tools. Take the scaffold width times the length. That sum is then multiplied by the duty rating. On a 5' x 7' light duty scaffold, the maximum load rating equals 875 pounds.
- ✚ The scaffold legs **MUST** be placed on a solid surface. Scaffold legs **MUST** rest on adjustable screw jacks with base plates. The base plates are to be set on wooden pads called mud sills. The base plates **MUST** be secured to the mud sills. The only place that does not require mud sills is on concrete.
- ✚ Each section of the scaffold **MUST** be plumb, square, and rigid. Cross-bracing components are to be installed for strength and stability.
- ✚ OSHA requires a guardrail system to be installed on all supported scaffold platforms 10 feet or more in height. This is measured from the ground to the platform deck. However, guardrail systems should be installed on all platforms at any height.
- ✚ Working platforms are to be fully planked with maximum spacing gaps of no more than 1" between planks. Only scaffold grade planking bearing a grade stamp or label is to be used. The planks are to be secured to the support bracing.
- ✚ Scaffold planks **MUST** be secured and extend over the end supports at least six inches but not more than twelve inches.
- ✚ Toeboards are to be a minimum of 3-1/2" high and **MUST** be installed along the edges of platforms 10 or more feet in height.
- ✚ Where there is a danger of tools, materials, or equipment falling from a scaffold and striking employees below, the area below the scaffold **SHALL** be barricaded to prevent entry into the area and injury to others.
- ✚ Supplies or materials packaged in bags, containers, or bundles should be stacked, blocked, and interlocked to avoid sliding, shifting, or collapse. Supplies and materials should be stacked to a height as low as practical.
- ✚ **DO NOT** lower materials or tools from any scaffold platform without being positive that no one is located below.
- ✚ Tie off to vertical scaffold member is allowed as long as the scaffold has been erected according to manufacturer's recommendations and approved.
- ✚ The manufacturer's recommended attachable component ladders are to be installed to provide access to each working platform. **NEVER** climb on the cross-bracing of a scaffold.
- ✚ Scaffold ladder access areas **SHALL** be kept clear of obstructions and free from dirt and debris to avoid slip and trip hazards.
- ✚ When climbing up or down scaffold ladders, face the ladder rungs and use both hands. **DO NOT** carry materials up the ladder.



Meeting Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Trainer: \_\_\_\_\_  
Location: \_\_\_\_\_

**Attendees: (Please print clearly)**




# WEEKLY SAFETY MEETING

## SCAFFOLD QUIZ

1. Serious injury or death can result from improper use of electrical equipment while performing work activities from scaffold. True or False? \_\_\_\_\_
2. Each scaffold **MUST** be inspected and approved by a competent person prior to use each work shift. True or False? \_\_\_\_\_
3. The scaffold legs **MUST** be placed on a solid surface. True or False? \_\_\_\_\_
4. Scaffolds **SHALL** be capable of supporting at least 2 times the maximum intended load. True or False? \_\_\_\_\_
5. Scaffold planks **MUST** be secured and extend over the end supports at least six inches but not more than twelve inches. True or False? \_\_\_\_\_
6. Guardrails should be installed on all platforms at any height. True or False? \_\_\_\_\_
7. Working platforms are to be fully planked with maximum spacing gaps of no more than 1" between planks. True or False? \_\_\_\_\_
8. Where there is a danger of tools, materials, or equipment falling from a scaffold and striking employees below, the area below the scaffold **SHALL** be barricaded to prevent entry into the area. True or False? \_\_\_\_\_
9. Scaffold access areas **SHALL** be kept free of obstructions and trip hazards. True or False? \_\_\_\_\_
10. It is ok to carry materials up a scaffold ladder. True or False? \_\_\_\_\_
11. **RED TAG** means:
  - A. DO NOT USE
  - B. 100% TIE OFF is required
  - C. NO FALL PROTECTION needed
  - D. All of the above
 \_\_\_\_\_
12. **YELLOW TAG** means:
  - A. DO NOT USE
  - B. 100% TIE OFF is required
  - C. NO FALL PROTECTION needed
  - D. All of the above
 \_\_\_\_\_
13. **GREEN TAG** means:
  - A. DO NOT USE
  - B. 100% TIE OFF is required
  - C. NO FALL PROTECTION needed
  - D. All of the above
 \_\_\_\_\_

Printed Name: \_\_\_\_\_ Trained by: \_\_\_\_\_

Signature: \_\_\_\_\_ Trained by Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_