

 DALHOUSIE UNIVERSITY Facilities Management Supported or Frame Scaffolding Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Trade Services	Shop: Carpentry	
Hazards Identified: Falling from height, electrical shock, scaffold collapse, slippery conditions, falling objects, use of non-compatible parts, overloading of scaffold, scaffold parts in poor conditions, unsafe erection practices, irresponsible behavior, poor bracing, poorly secured scaffold, missing components		
Personal Protective Equipment Required: Safety boots, safety glasses, safety gloves, hard hat, fall arrest equipment		
Training Required: Before using this type of equipment employees must receive training from a competent person in its proper erection, use and maintenance. Proper use, care and maintenance of all required PPE.		

These safe work practices must be reviewed regularly and must be followed at all times.

1. Do not erect, alter, move or dismantle a scaffold unless the work is performed under the supervision of a competent person.
2. Do not attempt to erect, alter or take down a scaffold with fewer than two people.
3. Tag any scaffold that is incomplete to clearly indicate it is "UNSAFE FOR USE".
4. Do not use this type of equipment unless you have been properly trained in its use.

5. The required personal protective equipment must be used at all times.
6. Always follow the information provided by the manufacturer about the proper installation, use and maintenance of this equipment.
7. Do not use the equipment for anything other than its intended purpose.
8. Ensure that the scaffold is inspected each day before use to ensure that it has not been altered and is in safe working condition.
9. Do inspect scaffolds and platforms continuously when you are working on a scaffold.
10. Do not use a scaffold that has been damaged or structurally weakened in any (including damaged to individual parts) until it has been repaired. Repair it immediately.
11. Always exercise caution when you are getting on or off a scaffold.
12. Do not climb anywhere other than the access area of the scaffold.
13. Always use both hands when climbing.
14. Do not jump onto scaffold planks or platforms.
15. Ensure that scaffolding is not overloaded; know the rating and maximum capacity.
16. Do not, under any circumstances, move a scaffold until all employees are off the scaffold.
17. Ensure that you maintain the required safe working distance from energized power lines.
18. Do not work on a scaffold until snow, ice or any other substance that could constitute a tripping hazard has been removed.
19. Do not use ladders or jury rigged devices to try and increase the working height of a scaffold.
20. Do not place planks on top of the guardrails to increase the height of a scaffold.
21. Ensure that proper fall arrest equipment is available, as required, and use properly.

22. Do not use scaffolding during storm conditions or high winds.
23. Ensure that the scaffold is kept clear of all debris or unnecessary materials.
24. Do not use a scaffold that does not have all required toe boards and guardrails installed as required.
25. Do not work on a scaffold where overhead hazards exist without overhead protection.
26. Do not hoist items without attaching a tag line to prevent contact with the scaffold.