



**DALHOUSIE
UNIVERSITY**

**Department of
Facilities Management
Occupational Health and Safety**

**Safe Job Procedure for Erecting Adjustable
(Baker) and Fold-Up Style Scaffolding**

Service / Shop

This safe job procedure applies all shops or trades that use scaffolding.

Effective Date: May 2014

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Known Hazards

- Falling objects
- No, or, improper supervision
- Employees falling
- Not using required safety parts and accessories.
- Scaffold tipping over
- Improperly planked platforms
- Loose, cracked, broken, missing, bowed, corroded or worn parts.
- Exceeding load restrictions
- Contact with electrical wires.
- Unstable footings, rough surfaces
- Improperly installed / assembled
- Poorly installed toe boards or railings.
- Irresponsible behavior or actions
- Scaffold collapse
- Falling from scaffolding
- Poor training in scaffold erection.
- Unsuitable access or egress

Job Specific Training Requirements

- Erection, Alteration, Dismantling and Proper use of Scaffolds
- Fall Protection
- Proper training in the use of all required PPE
- Proper training in the use of all required tools and equipments.

Applicable Regulations / Standards / Procedures

- Nova Scotia Fall Protection and Scaffolding Regulations (Under Review)
- Safe Job Procedures for tools and equipment that are to be used.

The following are regulations that are to be referenced when assembling or dismantling scaffolds and there is a risk of falling exists:

- CSA Standard Z259.1-1995 "Fall Arresting Safety Belts and Lanyards for the Construction and Mining Industries"
- Z259.3-M1978, "Lineman's Body Belt and Lineman's Safety Strap"
- CSA Standard Z259.10-M90, "Full Body Harness"
- CSA Standard Z259.11-M92, "Safety Belts and Lanyards"
- CSA Standard Z259.2-M1979, "Fall Arresting Devices, Personnel Lowering Devices and Life Lines"

Personal Protective Equipment Requirements

- Eye Protection
- Protective Footwear
- Hard Hats
- Work Gloves
- Full Body Harness and Life Lines
- Any other PPE required by the hazard assessment for the job to be performed.

Safe Job Procedure

Job steps are listed in the order in which they must be completed. Key activities follow each step. Key steps and the associated activities must be followed in the order presented to achieve maximum efficiency in safety, production, quality and overall loss prevention.

Adjustable or Baker Scaffold

NOTE: Two persons are required to erect this type of scaffold.

- Assess the job to be performed. (If scaffolding can or should be used, is this the right type of scaffold to use?)
- Assess the surface on which the scaffold will be erected / used and.
- Assess the work area for hazards.
- Before starting scaffold erection, check all parts for any visible damage. Ensure that all parts are in good working condition. (Any part that, in any way, does not appear to be in good working condition or is damaged in any way must not be used.)
- Arrange all components within reach of where you are erecting the scaffold.
- While each person holds one ladder frame, connect one platform truss between the two ladder frames by having each person attach one end of the first platform truss to the ladder frame at the desired working height.
- Ensure that the spring activated locking pins mounted at both ends of the truss are completely inserted into the corresponding hole in each ladder frame.
- Pick up a second platform truss and each person attaches their end of the second truss to their ladder frame at the same level as the first truss.
- Ensure that the spring activated locking pins mounted on the second truss are completely inserted into the corresponding hole in each ladder frame.
- Ensure that all truss locking pins are completely inserted into the ladder frames and locked.
- Insert a caster into each leg of the ladder frames.
- Secure each caster to a ladder frame leg with a locking pin. Set the brake on each caster as soon as the caster is installed.

- Install plywood scaffold platform on top of the platform trusses.
- Move the spring activated safety clips located on each of the platform trusses and position over the edge of the scaffold platform, locking it in place.
- When additional ladder frames are added to gain height, **four out riggers must be used.**
- Before adding outriggers, raise the two platform trusses to a height that is level with the top of the square legs of the ladder frames.
- Insert a caster into each outrigger leg and secure with a locking pin.
- Attach an outrigger to the legs of each ladder frame, parallel to the ladder frame and at a right angle to the platform truss.
- Set the brake on each outrigger caster as it is installed.
- Secure the outrigger to the ladder frame leg by firmly tightened the clamp.
- Add an additional ladder frame by installing the bottom of the additional ladder frame to coupling pins on top of the frames already erected.
- Secure with locking pins.
- Mount two additional platform trusses to the added ladder frames at the desired working height.
- Ensure that the spring activated locks are completely inserted into the corresponding latch holes in the ladder frames.
- Install plywood scaffold platform to newly added trusses, locking into place with spring activated safety pins.
- **NOTE: DO NOT add more than one additional level of ladder frames to the first level of ladder frames.**
- Each pair of ladder frames **MUST** have a complete set of two trusses and one scaffold platform installed and locked in place before the scaffold is used.
- After all ladder frames, platform trusses and scaffold trusses are installed, install the guard panel system.
- Lift one guard panel up to the top deck and install into the holes provided in the platform truss. Secure with toggle pins.
- Ensure that the gate on the guard panel swings in toward the scaffold platform.
- Repeat this procedure for the second guard panel and access gate.
- Swing each gate into the closed position and lock to the adjacent / opposite guard panel.

- If the guard panel system is installed properly, each access gate will only swing in towards the scaffold platform.
- Access gates must never be installed so that they swing outward and away from the scaffold platform.

Fold-up Scaffolds

- Assess the work area for hazards.
- Make sure that the surface on which the scaffold will be used is smooth and hard.
- Check all components before assembly.
- Always follow the manufacturer's instructions for assembly.
- Ensure that the castors are firmly in place and that they are unlocked to allow the frame to move freely while unfolding.
- When scaffold has been unfolded to its full size ensure that all folding links are locked in place.
- Hook the work platform on the frame steps at the required working level.
- Lock the platform into place to ensure it won't move during use.