

 DALHOUSIE UNIVERSITY Department of Facilities Management Occupational Health and Safety	Safe Work Practices for Adjustable (Baker) and Fold-Up Scaffolding
Service: _____ Shop: _____	
Effective Date :	Revision Date:

The following safe work practices must be adhered to at all times when using Baker style scaffolding.

- Ensure that this scaffolding is safe to use for the work that will be performed.
- Read the manufacturer's instructions before using this type of scaffolding.
- Always use two or more people to erect a scaffold tower.
- Always use extreme caution when erecting a scaffold.
- Wear required personal protective equipment at all times when working on or around a scaffold.
- Inspect the scaffold tower after it is initially assembly and before use each day.
- DO NOT use the scaffold if there are any damaged or mal-functioning parts.
- DO NOT push, pull or apply force horizontally against any other structure or object, to try and move the scaffold, when standing on the scaffold tower.
- DO NOT stand on or attach any equipment to cross braces or diagonal braces.
- DO NOT use boxes, ladders or any other device on scaffold platforms to increase your working height.
- DO install guardrails and toe boards on all open sides of work platform.

- DO use fall arrest equipment if working above 3.0 meters (10.0 feet) and guardrails have to be removed.
- DO NOT sit or stand on guard rails.
- Always nail cleats to planks that are being used as a work platform to prevent slipping.
- DO NOT use a scaffold that is not mounted on base plates or casters.
- Ensure the surface on which the scaffold will be used is even and solid order to prevent slipping or sinking.
- DO check for plumb before use.
- Ensure that all sections are properly pinned together.
- DO NOT allow anyone to remain on the scaffold while it being moved.
- Ensure that any tools, equipment or materials are secure and will not fall off when the scaffold is moved.
- Once the scaffold has been moved into place immediately apply all of the brakes before use.
- DO NOT attach hoists or other lifting devices to the scaffold.
- DO NOT attempt to hoist materials, or anything else, onto a rolling scaffold.
- DO NOT carry anything in your hands when climbing up or down the scaffold.
- Ensure that a stationary scaffold is securely attached to a permanent structure before attempting to hoist tools, equipment or materials onto the scaffold in order to avoid tipping.
- DO NOT exceed the 3 to 1 rule of height to least lateral dimension unless:
 - Tie-ins are used as recommended by the manufacturer.
 - The scaffold is properly stabilized by guy wires or hold-offs as recommended by the manufacturer; or
 - The scaffold is secured by outrigger stabilizers of sufficient size to maintain the ratio.

- When applicable, tie scaffold to a secure structure every 2 frames horizontally and every 3 frames vertically.
- Always keep back as far back from the edge of the work platform as possible when raising anything up to the platform.
- Work loads on the scaffold tower must not exceed the load capacity of the lowest rated scaffold component. (Refer to the scaffold load chart.)
- Ensure that work loads are always evenly distributed on the scaffold platforms.
- Keep the scaffold a minimum of 3.0 meters away from all energized electrical lines.
- DO NOT use scaffold towers during inclement or adverse weather conditions particularly during periods of high wind.
- DO NOT use the scaffold for anything other than its intended purpose.
- DO NOT jump down onto or throw anything onto the work platform.
- DO NOT expose the scaffold or platform to corrosive liquids.
- DO NOT use any part of the scaffold as a surface on which to hammer things.
- Always use the proper means of access and egress.
- DO NOT over reach from a work platform, move the scaffold.
- Always get help to move a scaffold.

Although not recommended, if the scaffold is used on a soil surface:

- Large pneumatic wheels are to be used.
- Always place outrigger feet on mud sills.
- DO NOT allow debris and waste to accumulate on the work platform, keep it clean and orderly.
- Always store the scaffold carefully to avoid damage to components.