

 DALHOUSIE UNIVERSITY Department of Facilities Management Occupational Health and Safety	Safe Work Practices for Erecting and Use of Access Frame Scaffolding
Service: _____ Shop: _____	
Effective Date: June 2014	Revision Date: June 2015

These safe work practices must be followed at all times.

Do:

- Ensure that all scaffolds are erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected or dismantled in accordance with CSA Standard CSA Z797, Code of Practice for Access Scaffold.
- Read the manufacturer's instructions and warning labels.
- Ensure the scaffold is designed to support / hold at least 4 times the load that will be on it while work is performed.
- Inspect all parts and ensure they are good condition and safe for use.
- Ensure that all mud sills are in good condition.
- Ensure that mud sills are a situated on firm, stable surface.
- Ensure that any sawn lumber used for platform planks meets the following criteria:
 - No. 1 grade or Select Structural Spruce-Pine-Fir (S-P-F) grade and sized 51 mm thick and 254 mm wide.

Or

- No. 2 grade or better and sized no smaller than 38 mm thick and 235 mm wide rough sawn lumber, and are doubled up and fastened one on top of the other.

- Ensure that adequate work platforms are in place for employees to use when installing the next lift of scaffold.
- Ensure that platform planks are properly cleated to prevent slippage.
- Inspect scaffolding daily before use and after any modification.
- Ensure that scaffolding is erected, modified and / or dismantled by properly trained qualified employees.
- Take all required precautions to protect people below from falling objects.
- Ensure that the scaffold is securely braced / tied in to prevent movement.
- Ensure that tie-ins are installed as assembly of the scaffold takes place.
- Always create a security area around the base of all scaffolds to protect employees or other persons from injury.
- Ensure that toe boards are installed on all open sides of work platforms and that they extend 10 cm (4 in.) above the level of the platform.
- Use mesh panels or raise the height of the toe boards to contain materials stacked higher than the height of a standard toe board.
- Ensure that work platforms are fully decked.
- Ensure that all required components are installed as scaffold erection takes place and before use.

Don't:

- DO NOT substitute concrete blocks, bricks or scrap lumber for a proper mud sill base for the scaffold.
- DO NOT force braces or other parts to fit during assembly, level the scaffold so that they will fit properly.
- DO NOT use the scaffold for a load that is heavier than 25% of the load it is designed for.
- DO NOT allow insufficient or excessive overhang of platform planks at their support point.

- DO NOT jump on platform planks or work platforms.
- DO NOT climb on cross braces or guardrails.
- DO NOT climb up and down frames use proper ladders.
- DO NOT work on scaffolds during storms or high winds.
- DO NOT use ladders or any makeshift device on a scaffold in order to increase the height of your working level.
- DO NOT allow employees or any other persons to stand or work directly below a scaffold.
- DO NOT overload scaffold frames or work platforms.
- DO NOT lean equipment or materials against guardrails.
- DO NOT attempt to repair damaged or worn parts replace them immediately.
- DO NOT mix parts and frames from different manufacturers.
- Never overextend jackscrews, follow the manufacturers recommended settings.
- Never allow the working platform height to exceed three times the minimum base dimension of the scaffold.