

**CODE OF SAFE PRACTICES FOR
FRAME SCAFFOLDS, SYSTEM SCAFFOLDS,
TUBE AND CLAMP SCAFFOLDS & ROLLING SCAFFOLDS
DEVELOPED FOR INDUSTRY BY THE SCAFFOLDING, SHORING & FORMING INSTITUTE (SSFI)
and THE SCAFFOLD & ACCESS INDUSTRY ASSOCIATION, INC. (SAIA)**

It shall be the responsibility of all users to read and comply with the following common sense guidelines which are designed to promote safety in the erecting, dismantling, alteration and use of Scaffolds. These guidelines do not purport to be all inclusive nor to supplant or replace other traditional safety and precautionary measures. If these guidelines in any way conflict with any state, local, provincial, federal or other government statute or regulation, said statute or regulation shall supersede these guidelines and it shall be the responsibility of each user to comply therewith.

I. GENERAL GUIDELINES

- A. POST THESE SCAFFOLD SAFETY GUIDELINES** in a conspicuous place and be sure that all persons who erect, dismantle, or use scaffolds are aware of them. Use them in tool box safety meetings.
- B. COMPLY WITH ALL STATE, LOCAL AND FEDERAL CODES, ORDINANCES AND REGULATIONS** pertaining to scaffolds.
- C. SURVEY THE JOB SITE.** A survey shall be made of the job site by a competent person for hazards, such as non-compacted earth fills, ditches, debris, electrical lines, unguarded openings, and other hazardous conditions created by other trades. These conditions should be corrected or avoided as noted in the following sections.
- D. INSPECT ALL EQUIPMENT BEFORE EACH USE.** Never use any scaffold component that is damaged or defective. Mark it or tag it as damaged or defective and remove it from service.
- E. ERECT SCAFFOLDS IN ACCORDANCE WITH DESIGN AND/OR MANUFACTURERS RECOMMENDATIONS.**
- F. DO NOT ERECT, DISMANTLE OR ALTER A SCAFFOLD** except under the supervision of a competent person qualified in scaffold construction.
- G. DO NOT ABUSE OR MISUSE THE SCAFFOLD.**
- H. MAINTAIN THE SCAFFOLD IN A SAFE CONDITION.** Stop work and report any unsafe conditions to your supervisor.
- I. NEVER TAKE CHANCES!** If in doubt regarding the safety, or use of the scaffold, consult a qualified person.
- J. NEVER USE THE SCAFFOLD FOR PURPOSES OR INWAYS FOR WHICH IT WAS NOT DESIGNED.**
- K. DO NOT WORK ON SCAFFOLDS** if you are physical unable to do so.
- L. DO NOT WORK UNDER THE INFLUENCE** of alcohol or drugs.
- M. FALL PROTECTION** - Never work on a scaffold that has open sided platforms; use a guardrail or personal fall protection system when required by applicable codes or site requirements.
- N. DO NOT ERECT, DISMANTLE, ALTER OR WORK ON SCAFFOLDS DURING STORMS OR HIGH WINDS, AS DETERMINED BY THE COMPETENT PERSON.**

II. GUIDELINES FOR ERECTION AND USE OF SCAFFOLDS

- A. STATIONARY SCAFFOLD LEGS SHALL BE SET ON BASE PLATES ON AN ADEQUATE FIRM FOUNDATION.** Install sills as necessary to distribute the leg loads to the foundation; secure base plates to the sills as required. Any part of a building or structure used to support the scaffold shall be capable of supporting the maximum intended load.
- B. USE ADJUSTING SCREWJACKS** or other approved methods to adjust to uneven grade conditions.
- C. BRACING, LEVELING & PLUMBING OF SCAFFOLDS**
 - 1. Plumb and level all scaffolds as erection proceeds. Do not force scaffold components together.

2. Each frame or panel shall be braced by horizontal bracing, cross bracing, diagonal bracing or a combination thereof for securing vertical members together laterally. All brace connections shall be properly secured, in accordance with the manufacturer's recommendations.
 3. Install bracing as erection proceeds, in accordance with the manufacturer's recommendations.
 4. Joints shall be secured as required to prevent separation.
- D. MAKE SURE SCAFFOLDS ARE STABLE.** Free standing scaffolds exceeding the allowable the height to base ratio must be restrained from tipping.
- E. SECURE THE SCAFFOLD TO A SUBSTANTIAL STRUCTURE,** when the scaffold exceeds the maximum allowable height. Ties must prevent the scaffold from tipping either into or away from the structure. Install ties as close as practicable where horizontal members connect to vertical legs.
- F. WHEN SCAFFOLDS ARE FULLY OR PARTIALLY ENCLOSED,** or when scaffolds are subjected to overturning forces, additional ties may be required; consult a qualified person.
- G. DO NOT ERECT OR USE SCAFFOLD NEAR LIVE POWERLINES** unless proper precautions are taken. Consult the power service company for advice.
- H. INSTALL SAFE ACCESS FOR ALL SCAFFOLD PLATFORMS.** This includes ladders, stairways, direct access, ramps and walkways. Do not climb scaffold components not intended for access, such as braces, rosettes, rings, cups and clamps.
- I. PROVIDE A GUARDRAIL OR PERSONAL FALL PROTECTION SYSTEM** when the platform height exceeds unprotected limits. (Check applicable regulations for permissible unprotected limits, but never more than 10 feet.)
- IA. INSTALL FALLING OBJECT PROTECTION** when required by regulations.
- J. BRACKETS AND CANTILEVERED PLATFORMS**
1. Cantilevered scaffolds platforms shall be installed and used as designed by a qualified person.
 2. All scaffold brackets shall be installed and used in accordance with manufacturer's recommendations. Brackets are to be used only as work platforms and shall not be used for storage of material or equipment unless designed for such use by a qualified engineer.
- K. SCAFFOLD COMPONENTS** shall be installed and used in accordance with the qualified persons design. Components shall not be altered. Scaffold components from more than one manufacture shall not be intermixed, unless the component parts have equivalent strength, readily fit together and the resulting scaffold's structural integrity is maintained.
- L. PLATFORMS**
1. Scaffold platforms shall be at least 18 inches wide. Only planking and decking meeting scaffold use requirements shall be used. Platforms shall be properly supported.
 2. Check each platform prior to use. Make sure platform units are not warped, damaged, or otherwise unsafe.
 3. Planks shall have at least 12" overlap unless restrained.
 4. Planks including Solid sawn lumber, Laminated lumber, modular, composite, or fabricated scaffold planks and platforms shall extend over their end supports not less than 6" unless restrained. Excess overhang is prohibited unless barricaded to prevent access.
 5. Do not store materials or accumulate debris that could overload the scaffold.
- M. FOR "PUTLOGS" AND "TRUSSES" THE FOLLOWING ADDITIONAL GUIDELINES APPLY:**
1. Install and brace putlogs and trusses in accordance with the design.
 2. Do not cantilever or extend putlogs/trusses except as designed by a qualified person.
- N. FOR ROLLING SCAFFOLDS THE FOLLOWING ADDITIONAL GUIDELINES APPLY:**
1. **RIDING A ROLLING SCAFFOLD IS VERY HAZARDOUS. The SSFI and the SAIA, DO NOT** recommend nor encourage this practice.
 2. Rolling scaffolds should be used on hard level surfaces.
 3. Casters with plain stems shall be secured to the frames or adjustment screws by pins or other suitable means.
 4. A minimum 12 inches of screwjack shall extend into the scaffold leg or secured from sliding out.
 5. Wheels or casters shall be locked to prevent caster rotation and scaffold movement when scaffold is in use.

6. Joints shall be restrained from separation.
7. Use horizontal diagonal bracing or equivalent means near the bottom and at 20 foot intervals measured from the rolling surface.
8. Do not use brackets or other platform extensions without compensating for the overturning effect.
9. Secure or remove all materials and equipment from platform before moving the scaffold.
10. Do not attempt to move a rolling scaffold without sufficient help – watch out for holes in floor and overhead obstructions. Stabilize against tipping.

O. SAFE USE OF SCAFFOLD

1. Prior to use, inspect scaffold to insure it has not been altered and is in a safe working condition regardless of what the tag might state.
2. Erected scaffolds and platforms should be inspected regularly by those using them prior to each work shift and after any occurrences that may alter the scaffold from a safe condition.
3. Exercise caution when entering or exiting a work platform.
4. Do not overload scaffold. Follow manufacturer's safe working load recommendations and the design.
5. Do not jump onto platforms.
6. **DO NOT USE** ladders or makeshift devices to increase the working height of a scaffold. Do not plank guardrails to increase the height of a scaffold.
7. Use proper access.

III. WHEN DISMANTLING SCAFFOLDING THE FOLLOWING GUIDELINES APPLY:

- A. Inspect the scaffold to make sure it is structurally stable. If unstable, do not start dismantling the scaffold prior to stabilizing it.
- B. Do not remove ties until the scaffold has been dismantled to that level.
- B. Visually inspect platform units prior to dismantling to be sure they are safe and secure.
- C. Do not remove a scaffold component without considering the effect of that removal.
- D. Do not accumulate excess components or equipment on the level being dismantled.
- E. Lower dismantled components in an orderly manner. Do not throw off the scaffold.
- F. Dismantled equipment should be stockpiled in an orderly manner.
- G. Defective components must be tagged and kept separate.

Since field conditions vary and are beyond the control of the SSFI and the SAIA, safe and proper use of scaffolding is the sole responsibility of the user.

**© Scaffolding, Shoring and Forming Institute, 400 Admiral Blvd., Kansas City, MO 64106;
(P) 816.471.4922; (F) 816.472.7765. www.ssfi.org**

**© Scaffold & Access Industry Association, 400 Admiral Blvd., Kansas City, MO 64106;
(P) 816.595.4860; (F) 816.472.7765. www.saiaonline.org**

This document is the property of the SSFI and the SAIA. Permission for reprinting this document is granted in the interest of safety.

Reprinting of this publication does not imply approval of product by or indicate membership in the Association.