HARVARD
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

EXAMPLE SCAFFOLD INSPECTION FORM

Any and all scaffold systems shall be built under supervision of and inspected DAILY by a Competent Person[1] prior to each work shift. If any hazardous conditions are identified, the scaffold shall be immediately tagged out of service until corrections made and hazards eliminated.

Below is a set of guidelines to assist during inspections.

[ ]	**Scaffold and outriggers constructed on firm, stable base with mud sills in place?** • Secure to mud sills with minimum of 2 qty. nails • Walkways free of trip hazards • Must have base using screw jacks and sole plate. Never construct with open pipe directly on concrete, wood support, asphalt paving or soil.
[ ]	**Work Platform / Planking** • Shall be scaffold grade material (2" nominal) • Minimum platform = 2 x 10 – nominal; 2 x 9 – rough • Maximum 1" between adjacent planks • Wood planks shall extend over supports > 6" and < 12" (unless cleated or restrained) • Planked fully across (max. distance from platform to structure = 16"; bricklayers/masons max. distance = 7" • Planks in continuous run shall be overlapped (min. 12") or secured • Aluminum/Wood platforms with positive locking devices (Alt.)
[ ]	**Scaffold Loading (not to be loaded overnight)** **Working Load (lbs/SF) — Permissible Span (Feet)** 25 ..... 10 50 ..... 8 75 7
[ ]	**Ladder access shall conform to Article 25 of Cal OSHA Title 8 Construction Safety Orders.** • Shall have properly secured ladder access at all levels
[ ]	**At elevation of 6 feet or greater above grade, positive fall protection (guardrails, end rails, PFAS, safety net) shall be in place.** • Top rail at 42" – 45"; mid-rail at mid-range (approx. 21") • Intersection of a cross brace shall not take place of a top rail or mid-rail (Harvard Requirement; exceeds OSHA) • Toe boards/canopies shall be in place where means of access/egress is provided (consider window openings, not just doors) and/or to protect workers below • Consider top and mid-rails at inside of scaffold (facing structure) where there are openings exposing to 6-foot fall or greater (eliminating falls into the building)
[ ]	**Scaffold Heights** • 6 feet or greater, see above. • 26 feet or greater scaffold system shall be secured to the structure with physical connection (guys, ties, and braces) • 125 feet + system shall be approved by a professional engineer • 4:1 (height to base ratio) requires system be secured to structure or outriggers shall be in place • Mast-climbing scaffold designed by a professional engineer
[ ]	**Are scaffold erectors utilizing fall protection during erecting and dismantling procedures?**
[ ]	**Visible defects in scaffold components?** • Cracks in lumber planking • Missing ladder hatch pins • All diagonal braces in place (look for symmetry) • Defects in retaining clips • Bracing, guardrails bent
[ ]	**Competent Erector shall green tag scaffolding ready for access. Hazardous conditions shall be taken out of service.** • Tagging system in place (Green tag = safe for access; Red tag = no access; Yellow tag = fall protection required)
[ ]	**Rolling Scaffold** • Casters locked during use; casters to be inspected prior to use. • 50% of casters (wheels) shall swivel • Tubular welded require horizontal/diagonal brace • 3:1 (height to base ratio) outriggers shall be in place if exceeded • Shall be fully planked with guardrails, end rails and toeboards in place at all heights

[1] Competent Person – One who is capable identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has the authorization to make prompt corrective measures to eliminate them.

Signature:

Erector Competent Person: _____
(Print Name) (Signature) (Date)

Project Safety Manager: _____
(Print Name) (Signature) (Date)