

Scaffold Inspection Checklist

The *Competent Person* should use a written checklist for daily inspections of scaffolds. The below sample checklist is not all-inclusive and should be used as a starting point for the *Competent Person* to develop a checklist specific to the type of scaffolds used and jobsite conditions encountered. The *Competent Person* should inspect scaffolds before each work shift and after any occurrence which could affect a scaffold's structural integrity.

General Safety Requirements	Yes	No
Has the scaffold been constructed and loaded in accordance with the design of a qualified person and with a safety factor of at least 4 to 1?		
Has the maximum load capacity of this scaffold been communicated to all affected employees?		
Is the load on the scaffold (including point loading) within the maximum load capacity of this particular scaffold?		
Are scaffolds and scaffold components inspected before each work shift by a competent person?		
Have employees who erect, disassemble, move, operate, repair, maintain, or inspect the scaffold been trained by a <i>competent person</i> to recognize the hazards associated with this type of scaffold and the performance of their duties related to this scaffold?		
Have employees who use the scaffold been trained by a qualified person to recognize hazards associated with this scaffold and understand their duties relating to it?		
Is the scaffold plumb, square, and level?		
Are all working platforms fully planked? (with less than 1" spaces between planks or between planks and uprights)		
Where the employer can demonstrate the necessity, is the gap between the last plank and the uprights less than 9 ½ inches?		
Are all working platforms at least 18 inches wide?		
Are the planks overlapped over supports?		
Are all abutted planks resting on separate support surfaces?		
Do planks extend at least 6 inches and no more than 12 inches over the supports?		
Are planks scaffold grade or equivalent?		
Are the planks in good condition and free of splits, cracks, cuts, or other damage?		
Are the tops and bottom surfaces of scaffolds planks visible and free from paint or other opaque coverage?		
Does the scaffold have all required guardrails and toe boards?		
Is screening installed (18 gauge, ½ inch mesh or equivalent) between the toe board and top rail where personnel are required to work or pass beneath?		

General Safety Requirements	Yes	No
Are the open sides of the scaffold less than 14 inches from the face of the work?		
If open sides are more than 14 inches from the face of the work, is there proper fall protection available?		
Are platforms either extending over the centerlines of their supports by at least 6 inches or cleated, or restrained by hooks?		
Where scaffold components from different manufacturers are used, do they fit together without force and has their use been determined to be safe by a competent person?		
Has a Competent Person approved any use of dissimilar metals?		
Are scaffold frames braced in accordance with the manufacturer's instructions?		
Are 4:1 (height to width) scaffolds secured to a building or structure as required?		
Have ties been installed at a horizontal member that supports the inner and outer legs?		
Has the first vertical tie been installed at a height less than 4 times the minimum base dimension?		
Have vertical ties been repeated every 20 feet or less for scaffolds that are 3 feet or less in width?		
Are ties installed at each end of the scaffold structure and at no more than 30 foot horizontal intervals?		
Are scaffolds erected on firm foundations?		
Is the scaffold on base plates and are mudsills level, sound, and rigid?		
Are footings able to support at least 4 times the maximum intended load without settling? (beware of frozen/thawing ground)		

Scaffold Use	Yes	No
Are scaffolds and components loaded within their rated capacities?		
Has the scaffold been inspected by a competent person as required?		
Have scaffolds which are occupied been prohibited from movement?		
Do scaffolds meet the clearance requirements from power lines?		
Are slippery conditions on scaffolds corrected before workers are permitted to use them?		
Where stormy conditions or high winds exist, has the competent person been consulted and wind screen or personal fall arrest systems been put to use?		
Is additional bracing installed to compensate for overturning forces such as of extension platforms or weather wraps?		
Are the scaffolds kept free from debris?		

Access	Yes	No
Is safe access provided for all scaffold platforms that are more than 2 feet above or below the point of access?		
Has climbing cross braces been prohibited?		
Have ladders been positioned so as not to tip the scaffold?		
Is the bottom rung of the ladder less than 24 inches above the supporting surface?		

Fall Protection	Yes	No
Are guardrails, including mid-rails, installed on all open sides and open ends of the platform?		
Are floor holes (2 inches or more in the least dimension) and skylights guarded by appropriate covers or railings?		
Are window and wall openings less than 39 inches from sill to floor protected with railings?		
Are guardrails installed at a height between 36" and 45"?		
Does the guardrail system meet the necessary strength requirements?		
Have toe boards been installed to prevent objects from falling from scaffolds?		
Where necessary, have screens been installed to protect workers from falling objects?		
Are toe boards at least 3 ½ inches high?		
Has the general public been adequately protected?		