

## SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name \_\_\_\_\_ Location \_\_\_\_\_ Job No. \_\_\_\_\_  
Meeting Leader \_\_\_\_\_ Title \_\_\_\_\_  
Date Held \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_  
Subject of Meeting \_\_\_\_\_ **SAFE SCAFFOLD USE** \_\_\_\_\_

Scaffolds may only be erected, moved, dismantled or altered under the direct supervision of a competent person qualified for such activity. Prior to using a scaffold, the maximum intended load that the scaffold is capable of handling should be determined. Just as important as knowing this limit, is knowing how much you, your equipment and material weigh. If you are part of a crew that will be working on the scaffold, the combined weight should be determined before beginning work. Never overload a scaffold for any reason.

Scaffolds should be inspected by a competent person before the beginning of each shift and after any occurrence which could weaken a scaffold's structural integrity. During this inspection, look for visible defects such as improper or shifted planking. Any weakened or defective structural elements should be replaced. If they can't be replaced, the scaffold should not be used. Check guy wires and other elements intended to support the structure. Make sure that guardrails are in place and that the platform's surface is free of slipping and tripping hazards. Tools and debris should not be allowed to accumulate on the scaffold. Materials should be neatly stacked and arranged to prevent tripping.

You may not work on scaffolds exposed to high winds unless a competent person has determined that it is okay to do so. If it is determined that the work can be continued, you must use a PFAS (Personal Fall Arrest System). Wind screens may be used in place of the PFAS, but only if the scaffold is secured against the force of the wind. During electrical storms, work must be stopped and you **MUST** leave the scaffold.

Avoid working with tools or materials which could damage the scaffold. Standing on boxes, barrels, and ladders to extend your reach is prohibited. Climbing outside the guardrail without the use of a PFAS and climbing the structure to access the scaffold platform are also prohibited.

When using mobile scaffolds, be sure to lock the wheels before accessing the platform. **NEVER** propel the scaffold while on the platform, this increases the chance of toppling, and since the wheels can't be locked to do this, you increase your risk of being injured should the scaffold be jarred from below. Take the time to climb down from the scaffold, move the equipment and relock the wheels before climbing back up. If special precautions are taken, rolling scaffolds may be moved by others while you ride on it. Consult the OSHA regulations or your supervisor for more information. Manual force used to move the scaffold should be applied as close to the base as practical, but no more than 5' above the supporting surface.