Insert Company Name (logo) here:

|  |  |  |  |
| --- | --- | --- | --- |
|  **No.** |  **Scaffold Inspection Check List** |  **Yes** |  **No** |
|  1. | Scaffold erection coordinated by a competent worker. |  🞎 |  🞎 |
|  2. | Scaffold square, straight, and plumb in all directions. |  🞎 |  🞎 |
|  3. | All scaffold components present, tight and secure. |  🞎 |  🞎 |
|  4. | No tubes or members over-extended and hazardous. |  🞎 |  🞎 |
|  5. | Base plates and screws firmly supported on all legs. -mudsills- |  🞎 |  🞎 |
|  6. | Levelling adjustment screws extended less than 0.3 metres and lock nuts tightened. |  🞎 |  🞎 |
|  7. | Tower tied to rigid support horizontally and vertically according to regulatory requirements. |  🞎 |  🞎 |
|  8. | Free-standing tower scaffold steadied with guy wire according to regulations requirements for its height. |  🞎 |  🞎 |
|  9. | Platform planking cleated on underside at each end with wood or angle iron. |  🞎 |  🞎 |
|  10. | Platform planking tied down securely. |  🞎 |  🞎 |
|  11. | Platform planking maximum span 2.4 metres for heavy duty and 3.0 meters for light duty. |  🞎 |  🞎 |
|  12. | Vertical ladder securely fastened in place. |  🞎 |  🞎 |
|  13. | Safety cage needed around vertical ladder based on height according to regulatory requirements. |  🞎 |  🞎 |
|  14. | Perimeter placed on work surfaces — toe board permanent, and temporary height according to regulatory requirements. |  🞎 |  🞎 |
|  15. | Perimeter handrail height with a mid-rail around all work platforms according to regulatory requirements. |  🞎 |  🞎 |
|  16. | Separate rope or hand line in place at all platforms to raise and lower tools or material. |  🞎 |  🞎 |
|  17. | Warning devices/signs provided if erected over walkways or roadways (flashing lights, reflective tape streamers, or area is roped off). |  🞎 |  🞎 |
|  18. | Minimum clearance from overhead power lines maintained as per Occupational Health and Safety Legislation. |  🞎 |  🞎 |
|  19. | Rolling scaffold wheel brakes locked and outriggers extended to maintain maximum height of 3 times the smallest base dimension. |  🞎 |  🞎 |
|  20. | Separate ladders being used for scaffold access. |  🞎 |  🞎 |
|  21. | Scaffold constructed & maintained according to certified engineered specifications and drawings. |  🞎 |  🞎 |

**\*If any work is required on the above noted items, transfer the information to the Records of Action Sheet to document any maintenance carried out.**