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.**