

# Scaffolding Safety Checklist

This checklist is meant to help employers assess compliance with the Occupational Health and Safety Regulation and the *Workers Compensation Act* for scaffolds. It provides a list of relevant sections from the Regulation and the Act that an officer may consider during an inspection. This doesn't necessarily mean every item will apply to every inspection.

Company:

Supervisor (qualified person):

**Note:** According to the Occupational Health and Safety Regulation, qualified “means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof.”

	General requirements	Yes	No	If No, next steps	Regulatory reference
1.	Is the supporting surface where the scaffold is going to be erected capable of withstanding the weight of the scaffold?				OHSR 4.2 and 13.17
2.	Is there any potential for contact with exposed electrical equipment and conductors (i.e., overhead energized power and communication lines) where the scaffold is going to be erected? Will the scaffold be outside the limits of approach of the energized electrical equipment and conductors?				OHSR 13.19, 19.12(3), and 19.24.1
3.	Are the workers who are erecting or using the scaffold trained and supervised in how to confirm structural capability?				OHSR 13.13 Act 115(2)(e)
4.	Has the scaffold been installed as specified by the manufacturer's instructions, applicable standards, and engineer's requirements (i.e., have all the cross braces been installed)?				OHSR 4.3(1)(b)(i), 13.2, 13.11, and 13.15
5.	If applicable, are the manufacturer's or engineer's instructions readily available on site?				OHSR 13.15
6.	Has the scaffold been inspected before each use (i.e., green tag and red tag system)?				OHSR 13.3 and 13.13
7.	Is there a safe way to get on and off the scaffold, such as a ladder?				OHSR 13.7
8.	Is the scaffold able to withstand the loads likely to be imposed on it?				OHSR 13.8 and 13.13

	General Requirements	Yes	No	If no, next steps	Regulatory reference
9.	Where applicable, have guardrails and toe boards been installed on all open sides where the open space is greater than 30 cm (12 in.) (i.e., the open space between the platform and the adjacent structure)?				OHSR 4.58 and 13.14
10.	Are the platforms at least a nominal width of 50 cm (20 in.)?				OHSR 13.14
11.	Have the platforms been secured against separation from the supporting equipment, structure, or surface?				OHSR 13.8
12.	Is the platform fully planked or decked with no gaps greater than 25 cm (10 in.)?				OHSR 13.14
13.	Is the scaffold erected with the ledgers and bearers level and the vertical members plumb?				OHSR 13.17(1)
14.	<p>If applicable, is the scaffold constructed, installed, and used in accordance with the written instructions of a professional engineer with respect to the following?</p> <ul style="list-style-type: none"> <li>• Bracing, if the scaffold is enclosed by a tarpaulin or other cover</li> <li>• Scaffolding higher than 38 m (125 ft.)</li> <li>• Scaffolding higher than 25 m (80 ft.) if stairways are included</li> <li>• A scaffold used to support a temporary floor</li> <li>• A scaffold suspended or cantilevered from a structure</li> <li>• A scaffold system supported by a centenary line</li> <li>• A needle-beam scaffold</li> <li>• An outrigger scaffold</li> <li>• Other high-risk situations (e.g., suspension height exceeds 300 ft.)</li> </ul>				OHSR 13.11 and 13.32
15.	Is the scaffold height greater than three times its minimum base width? If yes, is the scaffold effectively guyed or secured to a building or structure?				OHSR 13.17
16.	Is there a safe way of getting materials to each platform on the scaffold (i.e., workers cannot carry materials or equipment up or down a ladder)?				OHSR 13.6
17.	Are workers required to work below the scaffold? If so, is appropriate protection against falling materials in place?				OHSR 20.9

	<b>Wood-frame scaffold requirements</b>	<b>Yes</b>	<b>No</b>	<b>If no, next steps</b>	<b>Regulatory reference</b>
18.	Is the lumber used to construct the scaffold graded and marked to the National Lumber Grades Authority's <i>Standard Grading Rules for Canadian Lumber</i> (i.e., No. 2 or better lumber that is Douglas fir-larch, hemlock-fir, spruce-pine-fir, or coast Sitka spruce)?				OHSR 13.16
19.	Is the lumber free of cracks, splits, knots, and damage?				OHSR 13.3 and 13.13
20.	Have the vertical uprights been spliced? If yes, have they been spliced as specified by <i>WCB Standard WPL 1-2004, Design, Construction and Use of Wood Frame Scaffolds</i> ?				OHSR 13.2
	<b>Manufactured scaffold requirements</b>	<b>Yes</b>	<b>No</b>	<b>If No, next steps</b>	<b>Regulatory reference</b>
21.	Are all braces, bearers, clamps, and other connections appropriately secured?				OHSR 13.18
	<b>Rolling scaffold requirements</b>	<b>Yes</b>	<b>No</b>	<b>If No, next steps</b>	<b>Regulatory reference</b>
22.	Are wheels and casters locked while workers are on the scaffold?				OHSR 13.24
23.	Is the scaffold designed and intended to be moved while a worker is on the platform?				OHSR 13.24
	<b>Other requirements</b>	<b>Yes</b>	<b>No</b>	<b>If No, next steps</b>	<b>Regulatory reference</b>
24.	Is the work platform being suspended from a crane or hoist? If yes, are appropriate procedures, manufacturer's instructions, and engineering documentation available on site (e.g., rated capacity, critical lift, and designated emergency platform [DEP])?				OHSR 13.27 and 14.42.1 WCB Standard WPL 2-2004
25.	Is the work platform* being mounted on a lift truck? If yes, is appropriate documentation from the manufacturer and/or a professional engineer available on site and is it in accordance with the applicable standard (e.g., rated capacity and platform dimensions)?  * A forklift-mounted work platform may be used to support workers only if other conventional means are not practicable.				OHSR 13.30

Inspected by:

Signature:

Date: