



MINIMUM REQUIREMENT

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	WP/SEA MINIMUM REQUIREMENTS Erecting Mobile Scaffolding	
MEMORY JOGGERS		
Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.		
➤ Communicate the “RIGHT TO STOP WORK AUTHORITY POLICY” and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.		
➤ Scaffolding shall be designed to insure that the footing and or anchorage will be sound, rigid, and capable of carrying the maximum intended load (4 TIMES THE MAXIMUM INTENDED LOAD) without settling or displacement.		
➤ Scaffolding will be maintained in a safe condition at all times in accordance with the manufacturer’s recommendations.		
➤ Scaffold planks must support 250# (With a 4 to 1 safety factor) in a 9-foot span between supports.		
➤ To develop the designed strength of scaffolding, nails or bolts will be used in the construction phase and will be of adequate size and in sufficient numbers at each connection		
➤ All planking or platforms used on scaffolding will be overlapped a minimum of 6 inches past the support to prevent the planking from slipping or moving		
➤ Scaffolding planks will extend over their end supports not less than 6 inches and not more than 18 inches.		
➤ Scaffold poles, legs and uprights will be plumbed and securely braced to prevent swaying and displacement.		
➤ Working on scaffolding exposed to overhead hazards, overhead protection must be provided.		
➤ Employees will not work on scaffolding, which is covered, with ice and snow.		
➤ All exposed surfaces of scaffolding will be free from sharp edges, burrs or other safety hazards.		
➤ The maximum work level height of any mobile scaffolding will not exceed four (4) times the minimum or least base dimensions or suitable outrigger frames employed to achieve the least base dimensions.		
➤ Portable or fixed ladder stands for mobile scaffolding will have a minimum step width of 16 inches.		
➤ The work level platforms of mobile scaffolding will be of wood, aluminum, or plywood planking.		
➤ Work levels on mobile scaffolding require supporting structural that will be rigidly braced, using adequate cross bracing or diagonal bracing with rigid platforms at each work level.		
➤ All planking will be 2-inch (nominal) scaffold grade material with a minimum of 1000#-foot pounds (stress grade) construction grade lumber.		
➤ All mobile scaffolding having work levels 10 feet and higher above the ground or floor will have a guardrail toe board and be no less than 36 inches or more than 45 inches in height with a mid rail		
➤ Wheels or casters will be inspected to ensure that they are provided with strength and dimensions to support four times the design-working load.		
➤ Wheels or casters will be inspected to ensure that they are provided with a positive wheel or swivel lock to prevent movement		
➤ Where leveling of the elevated work platform is required, screw jacks		
➤ Employees are not permitted to ride on rolling scaffolds while moving or during relocation.		
➤ Leveling screw adjustments on scaffolding pads may not be extended no more than 12 inches in length		
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➤ Be aware and stay alert to splinters that may protrude from scaffold planks when passing.		
➤ Keep one hand free to use on handrails when walking down stairways with scaffold materials.		
➤ Keep a good hold on materials, and make sure that the next person has a good hold on materials when making a chain line and passing materials from one man to another to get the materials to the job site		
➤ Scaffold builders should not build a scaffold deck longer than 9’ in span, consult project manager when instructions are unclear.		
➤ Truss must be used when supporting boards over a 5’ span to build scaffolds to manufacturers’ specs.		
➤ Use the GIS Beam, Channel, and Pipe load range charts when inspecting tie points to know what the members are rated for.		
➤ Install fall protection and stay 100% tied off when building and working off of scaffolds at all times.		

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➤	Familiarize yourself with GIS Scaffold Design literature (that was put together and shared with all GIS supervisors at their training)
➤	Always tag a scaffold before leaving it With a Red tag (Which means no one other than a scaffold builder could access it, or it is not complete) or a Yellow tag (Which means personnel could access this scaffold however fall protection must be worn at all times) Note: Owe scaffold builders should not be using a Green tag that means no fall protection is needed on this scaffold.
➤	Keep a rescue kit on site so that it would be handy if ever needed.
➤	Do not overload yourself when carrying and passing scaffold materials to the job site.
➤	Inspect equipment and flag then place damaged equipment aside so that they are not used.
➤	At the point where a free standing scaffold reaches 4 times the minimum bass size tie backs must be installed on them making them no longer a free standing scaffold.
➤	Each freestanding scaffold leg is capable of supporting 4,000# of compressed load, and a Hanging scaffold is capable of supporting 3,500 # of suspended load.

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1)	Verify All conditions identified in the “Memory Joggers” section are met (or are not applicable); if ANY are not met, STOP and add the necessary step to the WP/SEA to ensure the safest method possible.
2)	Rig on scaffold material and have the crane move materials as close to the work site as possible A) Use proper rigging skills, B) Be aware and stay alert to overhead loads, C) Use tag lines on all lifts, D) Notify others in the area of overhead lifts,
3)	Make a chain line of personnel and pass materials form one man to another until all of the materials are in the job site in passing distance to the scaffold builder. A) Not overloading yourself with materials, B) Keep a good hold on materials when passing and receiving materials. C) Having the proper hand protection when passing planks that may have splinters, D) Keep one hand free when carrying materials down stairways
4)	Gather up and set out fall protection and a rescue kit then start passing materials out to the scaffold builder to start out the scaffold, and then build as per manufacturer’s instructions thereafter until complete. A) Stay 100% tied off when outside of handrails or over 5’ off of the Deck (unless the company we are doing work for has a more stringent policy) B) Keep one hand free when carrying fall protection and a rescue kit down stairs.
5)	After the scaffold is complete tag it and pickup all unused materials and clean up the work site. A) Keep all trip hazards to a minimum B) Place all unused materials in one area C) Pick up all scrap 9 wire and nails in the area.

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