



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-CL-007

Revision No.: 00

Effective date: 01-11-2021

SCAFFOLD SAFETY CHECKLIST

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SCAFFOLD SAFETY CHECKLIST (To be completed by competent person)

SITE LOCATION :		
DATE :	TIME:	ORIGINATOR:
PERMIT NO:	SCAFFTAG NUMBER:	RISK ASSESSMENT NO:

SET UP:	YES	NO	COMMENT
• Is the scaffold being erected under the direction of a competent person?			
• Are all employees involved with (or near) the scaffold wearing hard hats?			
• Are footings sound and rigid and not set on soft or muddy ground or resting on blocks?			
• Is the scaffold level?			
• Are wheels/castors locked?			
• Is the scaffold able to hold four times its maximum intended load?			
• Is the platform complete front to back and side to side (fully planked or decked, with no gaps greater than 1 inch)/			
• Are guardrails and toe boards in place on all open sides?			
• Are all sections pinned or appropriately secured?			
• Is there a safe way to get on and off the scaffold without climbing on cross braces?			
• Is the scaffold at a safe distance from any electrical wiring?			
• Is the scaffold inspected by a competent person being put in use?			
• If the scaffold is over 2 metres high, is personal fall protection provided, or are guardrails over 38 inches high?			
• Are hard hats worn by workers on and around the scaffold?			
• Are scaffold loads (including tools and other equipment) kept to a minimum and removed when			

Prepared By		Approved By	
Reviewed By			



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SET UP:	YES	NO	COMMENT
the scaffold is not in use (like at the end of a day)?			
• Are employees removed from scaffolds during high winds, rain, or bad weather?			
• Are materials secured before moving a scaffold?			
• Are employees removed from the scaffolds before they are moved?			
• Are heavy tools, equipment and supplies hoisted up (rather than carried up by hand)?			

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Reviewed By			