PRE-SHIFT INSPECTION REPORT

SCAFFOLD INSPECTION PROCEDURE

Date: _____ Operator's Name _____

Contractor: _____ Project: _____

This inspection is intended to be used as a guideline in the evaluation of constructed scaffolds. This procedure is not intended to be a substitute for training, experience and knowledge. All scaffolds, by law, must be constructed under the supervision of a competent person, a person who can identify hazards and has the authority to eliminate the hazards.

Familiarize yourself with all applicable codes, standards and regulations, including company rules.

Inspect the overall jobsite for organization, housekeeping, coordination of workers, safety equipment and safety procedures.

Observe the erection crew for procedure, fall protection, coordination and organization.

	Daily Inspection Checklist	**Date Inspected** _____ (month)					**Needs attention / remarks**
		(day)	(day)	(day)	(day)	(day)	
	Observe the overall scaffold – does it appear to be constructed properly?						
	Does the overall appearance of the scaffold suggest quality construction?						
	Is the scaffold plumb?						
	Is the scaffold level?						
	Are guardrail systems installed on all open platforms?						
	Is the guardrail system between 36" and 45" high?						
	Is the guardrail system strong enough?						
	If there is no guardrail system, are occupants wearing proper fall arrest equipment?						
	Is falling object protection provided where required?						
	Sight up the scaffold. Is it straight or is there an "s" curve?						
	Is the scaffold tied to the structure?						
	What is the tie spacing (assuming that ties are required)						
	If there are no ties, is the height to base ratio less 4 to 1? (or 3 to 1?)						
	Inspect the foundation. Are there sills?						
	If screwjacks are used, are the handles tights?						
	Are there base plates?						
	Is there full contract between the base plates and the sills and/or foundations?						
	Is there any evidence of settlement?						
	Is there any evidence of wet soil or erosion?						
	Is the ground or soil compacted?						
	Is there access?						

	How high is the first step? (it should be less than 24")						
	If a ladder is used, is there a rest platform at 35' or less?						
	Does the ladder extend above the top platform or is there a handhold?						
	Is the ladder rung spacing less than 16 ¾"?						
	Is there proper access between the ladder and the platform?						
	If a stairway is used, are the handrails installed and the guardrails installed?						
	Inspect the ties. Can they resist both tension and compression loads?						
	Is the scaffold tied to the structure at proper intervals?						
	How do the platforms look?						
	Are all platforms at least 18" wide?						
	Is the space between the platform and the work surface less than 14"?						
	If not, are the workers properly protected from falls?						
	What is the maximum spacing between plank (it should be less than 1")						
	Is the maximum space between the platform and the guardrail system less than 9 ½"						
	Are the spans of the plank consistent with the strength of the plank?						
	Is there proper support for the plank?						
	Is the overlap of the plank sufficient?						
	Are the plank secured from uplift?						
	Are the cantilevers minimized and within the regulations?						
	Is the scaffold tagged in any way that would limit the use?						
	Are there any electrical lines that might energize the scaffold (and the workers)?						
	If side brackets or outriggers are used, are they properly installed?						
	Are al scaffold components in good condition?						
	Are the materials loaded on the scaffold safely supported?						
	Is the scaffold overloaded?						
	Are the users of the scaffold trained in the recognition of electrical, fall and falling object hazards?						

Any problems or malfunctions that affect the safety of operations must be repaired prior to the use of the equipment.

Additional remarks: _____

The inspection report must be faxed to the office weekly (604.525.0774)